



INDUSTRIAL TRAINING PLACEMENT APPLICATION FORM
FHS 4903 / EMP 4901 / ESC 4901

Name of Student	:		
Matric No.	:		
Identification Card No.	:		
Telephone No.	:		
Program	:		
Semester / Session	:		
Training Scope	:		
Training Duration	:	16 week / 24 week (<i>strikethrough for irrelevant</i>)	
Training Venue Choice	:	Company Name & Address	Name of Officer, No. Tel & Email
Choice 1:			
Choice 2:			
Choice 3:			

Student's signature

Signature & Official Stamp of Industrial
Training Coordinator



ACCEPTANCE FORM OF STUDENT INDUSTRIAL TRAINING

1. Company Name & Address :

.....

.....

2. Tel. No. : 3. Fax No. :

4. Email:

5. Agree / disagree to accept..... student for Industrial Training.

6. Student Name & Matric No: i).....

ii).....

iii).....

iv)

v).....

7. Feedback on the scope of work (SOW) attached with the Application Letter.

Agree Disagree Other suggestion:

.....

8. Student Reporting Date: Time:

9. Name & Tel. No of Supervisor :

.....

10. Allowance: MYR / day / week / month

11. Accommodation: Provided Not Provided

12. Others Facilities (please state):

13. Validation:

.....

(Signature, Name & Stamp)

Upon completion, this form is required to return to :

Penyelaras Latihan Industri
Fakulti Perhutanan dan Alam Sekitar
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan
No. Tel : 03-97698510
No. Fax: 03-97693768



**PERKHIDMATAN UTAMA
PRASISWAZAH**

**PEJABAT TIMBALAN NAIB CANSOLOR
(AKADEMIK & ANTARABANGSA)**

Kod Dokumen : PU/PS/BR01/LI

INDUSTRIAL TRAINING REPORT DUTY CONFIRMATION FORM

STUDENT DETAILS

Student's Name	
Matric No.	
IC No.	
Programme	

ORGANISATION DETAILS

Organisation Name	
Organisation Address	
Phone No.	
Fax No.	
Email	

Ownership	The Organisation / This Company belongs to UPM Alumni <input type="checkbox"/> Yes <input type="checkbox"/> No
------------------	--

Organisational Sector	Please mark (X) at the relevant choice. <input type="checkbox"/> Government Agency <input type="checkbox"/> Government Linked Company <input type="checkbox"/> Public Listed Company <input type="checkbox"/> Multinational Company <input type="checkbox"/> Small & Medium Enterprise <input type="checkbox"/> Non-Governmental Organisation
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Facility Provided	Please mark (X) for the appropriate choice. <input type="checkbox"/> Monthly Allowance RM..... per month <input type="checkbox"/> Meal Allowance RM..... per month/per day <input type="checkbox"/> Accommodation <input type="checkbox"/> Transportation <input type="checkbox"/> Others (Please State) i) ii)
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CONFIRMATION BY INDUSTRY SUPERVISOR

I hereby certify that the abovementioned name student has reported to undergo industrial training at this organisation starting from _____)

Supervisor's Signature and Stamp:

Date:

Please return this form within 7 working days from the reporting date to:

**Industrial Training Coordinator
Faculty of Forestry and Environment
Universiti Putra Malaysia
43400 UPM Serdang, Selangor.
Email: fhas.intern@upm.edu.my**



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

BUKU LOG LATIHAN INDUSTRI

NAMA : _____

NO. MATRIK : _____ **NO. K/P :** _____

PROGRAM : _____

NAMA JABATAN/AGENSI :

**FAKULTI PERHUTANAN DAN ALAM SEKITAR
UNIVERSITI PUTRA MALAYSIA
SERDANG, SELANGOR
TEL : 03-9769 8510**

ARAHAN

Buku log ini adalah untuk catatan harian dan mingguan tentang kerja-kerja yang dijalankan di tempat Latihan Industri.

TANGGUNGJAWAB PELAJAR :

1. Pelajar hendaklah memenuhkan butir-butir peribadi sebaik sahaja menerima buku log ini.
2. Pelajar hendaklah bertanggungjawab terhadap buku log ini untuk :
 - (i) Memastikan ianya tersimpan di tempat latihan yang anda ikuti sehingga tamat latihan.
 - (ii) Semua catatan hendaklah DITULIS DENGAN PEN dengan tulisan yang kemas.
 - (iii) Kerja harian hendaklah DISAHKAN oleh pegawai/penyelia.
 - (iv) Ulasan mingguan hendaklah ditulis oleh pelajar setiap minggu semasa menjalani latihan.
 - (v) Selepas tamat latihan, buku log berserta laporan latihan industri hendaklah dihantar ke Pejabat Am Akademik sebelum diserahkan kepada Penasihat Akademik bagi tujuan penyemakan dan penilaian.
 - (vi) Sila hubungi pegawai penyelarasan industri sekiranya berlaku sebarang kecemasan.

PEMARKAHAN

1. Lengkap (50%) : _____
2. Kemas (50%) : _____
- Jumlah : _____

Tandatangan Penyelia Industri/Organisasi : _____

Cop : _____

MAKLUMAT PELAJAR DAN TEMPAT LATIHAN

1. Nama Pelajar : _____
2. No. Matrik : _____
3. No. K/P : _____
4. Program : _____
5. Tahun Pengajian : _____
6. Alamat Tetap : _____

No. Tel : _____ No. Tel (HP) : _____
7. Alamat Semasa : _____
Latihan _____

No. Tel : _____
8. Nama dan Alamat : _____
Syarikat / Jabatan _____

No. Tel : _____
9. Nama Pegawai / : _____
Penyelia Yang Bertugas No. Tel : _____ No. Tel (HP) : _____
10. Jangkamasa : Dari _____ Hingga _____
Latihan

<p>1. ULASAN PENYELIA INDUSTRI</p>	<p>Tandatangan & Cop Tarikh:</p>
<p>2. ULASAN PENSYARAH PENILAI</p>	<p>Tandatangan & Cop Tarikh:</p>

TARIKH	JENIS KERJA	DISEMAK OLEH PEGAWAI/PENYELIA

ULASAN MINGGUAN OLEH PELAJAR

ULASAN OLEH PENYELIA INDUSTRI

TANDATANGAN & COP MAJIKAN :

TARIKH	JENIS KERJA	DISEMAK OLEH PEGAWAI/PENYELIA

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ULASAN OLEH PENYELIA INDUSTRI

TANDATANGAN & COP MAJIKAN :



EVALUATION BY AN ASSESSING LECTURER

FHS 4903/EMP 4901/ESC 4901

INFORMATION OF ASSESSING LECTURER / TRAINING AGENCY/STUDENT	
Name of Lecturer	:
Date and Time of Visit	:
Name and Address of Training Agency	:
	:
Telephone No.	:
Fax No.	:
Email Address	:
Number of Students Placed Here	: _____ Person/s
Name of Student	:
Matric No.	:
Name of Agency's Supervisor	:
Position	:
Name of Liaison Personnel (if different)	:
Training Allowance	RM _____ day/week/month
Accommodation Facility	: <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided

EVALUATION ON STUDENT									
Scale: 1= Low, 2 = Less, 3 = Reached, 4 = High Performance,5= Excellent									
No.	Criteria				Scale				
	Cognitive Domain (30%)				1	2	3	4	5
1	The student able to integrates theoretical knowledge learned in university with practical works in the agency								
2	The ability of student to apply the knowledge learned at the university with daily tasks in industrial training places effectively								
3	The student is able to suggest new methods/procedures/products to the agency								
Comment:									
	Affective Domain (40%)				1	2	3	4	5
1	The ability of student's to solves the problems and issues faced in the course of industrial training								
2	Student demonstrates positive attitudes and behaviors, self - confidence, commitment and professionalism throughout their industrial training								
3	The ability of student to control emotions in a challenging work environment in training agency								
4	Student is able to interact and communicate with various levels of agency staff.								
Comment:									
	Psychomotor Domain (30%)				1	2	3	4	5
1	Student is able to responds to work instructions given								
2	Student demonstrates fitness in performing works and tasks assigned by the agency								
3	Student shows the competency in carrying out daily work, assignments and training throughout the industry training								
	TOTAL MARK								
Comment:									
SUITABILITY OF INDUSTRIAL TRAINING PLACE									
	Very suitable		Fairly suitable		Suitable		Moderate suitable		Not suitable

Student's Comments Throughout Industrial Training

Comments From the Industrial Supervisor

General Remarks (such as on Health/Safety and Other Issues)

Signature & Official Stamp of Assessing Lecturer

Upon completion of the assessment, please submit this form to:

***Industrial Training Coordinator
Faculty of Forestry and Environment
Universiti Putra Malaysia
43400, UPM Serdang
Selangor Darul Ehsan***

EVALUATION BY INDUSTRIAL TRAINING SUPERVISOR

Part I is filled in by students. Parts II and III are filled in by the Department/Employer where the student doing an internship

I DETAIL OF STUDENT AND INDUSTRIAL TRAINING AGENCY:	
1. Name of Student	: _____
2. Matric No.	: _____
3. Program	: _____
4. Semester/Session	: _____
5. Name and Address of Industrial Training Agency	: _____ _____
6. Working Duration	: From: _____ Until: _____

II EVALUATION ON STUDENT

Please grade this student with a score between 1 to 5 on each item assessed.

Scale: 1 = unsatisfactory, 2 = satisfactory, 3 = good, 4 = very good, 5 = excellent

No.	Evaluation Criteria	Scale				
		1	2	3	4	5
A	Personal Characteristics					
1.	Collaboration/teamwork					
2.	Association					
3.	Courteous and polite					
4.	Willingness to learn					
5.	Ability to communicate					
6.	Discipline					
7.	Maturity					
8.	Honesty/trust					
9.	Leadership					
Remark:						

Evaluation Criteria		Scale				
B	Job Performance	1	2	3	4	5
1.	Responsibilities/commitments					
2.	Attendance					
3.	Punctuality					
4.	Knowledge about the task					
5.	Quality of work					
6.	Independent/initiative					
7.	Ability to provide new ideas/innovations					
8.	Ability to solve the problem					
9.	Mental and physical endurance					
10.	Critical thinking					
TOTAL						

Remark:

III. CONFIRMATION

It is hereby confirmed that this student has undergone Practical Work Training / Industrial Training in *our Department / Company as per the date and period stated above.

Date : _____ Signature and
Official Stamp : _____

Name : _____

Position : _____

* *Strikethrough whichever is not applicable*

Your time and cooperation are greatly appreciated and thank you.

Please return this form to the following address: -

**Industrial Training Coordinator
Faculty of Forestry and Environment
Universiti Putra Malaysia
43400, UPM
Serdang, Selangor
Tel: 603-97698510
Fax: 603-97693768**



EVALUATION OF INDUSTRIAL TRAINING REPORT
FHS 4903/EMP 4901/ESC 4901

DETAIL OF STUDENT AND INDUSTRIAL TRAINING PLACE	
Name of Student	:
Matrix No.	:
Identification Card No.	:
Telephone No.	:
Program	:
Semester / Session	:
Name & Address Industrial Training Agency	:
Training Duration	: 16 weeks / 24 weeks (strikethrough irrelevant)
Date of Training	: From _____ Until _____
Name of PA	:
EVALUATION OF INDUSTRIAL TRAINING REPORT	
Scoring on the following 2 aspects:	
Complete (50%)	: _____
Neat (50%)	: _____
Total	: _____
Signature & Stamp of Assessing Lecturer	
Date: _____	



INDUSTRIAL TRAINING REPORT PRESENTATION EVALUATION
FHS 4903/EMP 4901/ESC 4901

Name of Student:		Matrix No.:	
Name & Address of Training Agency:			
No.	Item	Mark	
		Full	Given
1.	Content Presentation:	50	
	a) Introduction	10	
	b) Report on activities carried out	20	
	c) Discussion	20	
2.	Ability to Answer Questions:	50	
	a) Acquired technical knowledge and skills	15	
	b) Acquired knowledge and soft skills	15	
	c) Accuracy of facts	20	
	Total	100	

Suggestions / Comments:

Signature of Assessing Lecturer

Name :

Date :

TEMPLATE OF FINAL REPORT



COURSE NAME AND COURSE CODE

**Semester of Commencement of
Industrial Training**

Student's Name :

Student's ID :

Name of Industrial's Supervisor :

Name of Company :

CONTENT

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CHAPTER 1: INTRODUCTION

- 1.1 INTRODUCTION
- 1.2 OBJECTIVE
- 1.3 THE OBJECTIVE OF INDUSTRIAL TRAINING REPORT
- 1.4 THE IMPORTANCE OF INDUSTRIAL TRAINING

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- 2.1 COMPANY BACKGROUND
- 2.3 REASON SELECTING THE COMPANY
- 2.4 PRODUCTS/SERVICES
- 2.5 VISION, MISSION AND TAGLINE
- 2.6 ORGANIZATION CHART

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- 3.1 ROLE
- 3.2 SCOPE OF ACTIVITIES AND TECHNICAL REPORT

CHAPTER 4: TASK

- 4. DEPARTMENT AND TASK

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- 5.1 OVERVIEW OF INTERNSHIP EXPERIENCE
- 5.2 ONGOING CONSIDERATION

CHAPTER 6: CONCLUSION

APPENDIX

LIST OF FIGURES



**FAKULTI PERHUTANAN DAN ALAM SEKITAR
UNIVERSITI PUTRA MALAYSIA**

**FHS 4903/EMP 4901/ESC 4901 (INDUSTRIAL TRAINING)
EVALUATION FORM BY COURSE COORDINATOR**

INSTRUCTION COMPLIANCE : Students always obey instructions from the coordinator from time to time.
 PROCEDURE ADHERENCE : Students adhere to the procedures related to the Industrial Training course.
 TIMELY SUBMISSION : Students complete all required documents within the stipulated time.
 PROBLEM SOLVING : Students resolve issues during industrial training without causing complaints.
 ACTIVE COMMUNICATION : Students engage with the coordinator and maintain good communication.

* 2 Marks each

No.	Matric No.	Student name	INSTRUCTION COMPLIANCE	PROCEDURE ADHERENCE	TIMELY SUBMISSION	PROBLEM SOLVING	ACTIVE COMMUNICATION	FULL MARKS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

(Signature)

(Date)

(Name and Official Stamp)



**FAKULTI PERHUTANAN DAN ALAM SEKITAR
UNIVERSITI PUTRA MALAYSIA**

**FHS 4903/EMP 4901/ESC 4901 (INDUSTRIAL TRAINING)
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31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								
46								
47								
48								
49								
50								
51								
52								
53								
54								
55								
56								
57								
58								
59								
60								

(Signature)

(Date)

(Name and Official Stamp)