



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: | | | |
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| Choice 2: | | | |
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| Choice 3: | | | |
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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) |
|--------------------------|--|

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

| | |
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| <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 |
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ULASAN MINGGUAN OLEH PELAJAR

ULASAN OLEH PENYELIA INDUSTRI

TANDATANGAN & COP MAJIKAN :

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ULASAN MINGGUAN OLEH PELAJAR

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

TABLE OF CONTENT

CHAPTER 1: INTRODUCTION

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

CHAPTER 2: COMPANY INFORMATION

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

CHAPTER 3: INTERNSHIP DESCRIPTION

- 3.1 ROLE
- 3.2 SCOPE OF ACTIVITIES AND TECHNICAL REPORT

CHAPTER 4: TASK

- 4. DEPARTMENT AND TASK

CHAPTER 5: DISCUSSION AND RECOMMENDATION

- 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 | | | | | | | | |
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(Signature)

(Date)

(Name and Official Stamp)



**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 |
|-----|------------|--------------|------------------------|---------------------|-------------------|-----------------|----------------------|------------|
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(Signature)

(Date)

(Name and Official Stamp)



EVALUATION FORM BY EXAMINER
PROPOSAL MINI-PROJECT

| 1. Name of Examiner : | | |
|--|---|----------------------|
| 2. Date of Evaluation : | | |
| 3. Name of Student: | | 4. Matrics No: |
| 5. Title of Proposed Mini-Project : | | |
| Scale: 1=Poor, 2= Weak, 3=Fair, 4=Good, 5= Excellent | | |
| Tick (✓) | Criteria and Atribut | Scale |
| | A. Clarity of Writing | |
| | Cannot write ideas clearly. | 1 |
| | Can write ideas clearly and needs further improvement. | 2 |
| | Can write ideas clearly and needs a little improvement. | 3 |
| | Can write ideas clearly. | 4 |
| | Can write ideas very clearly. | 5 |
| | B. Continuity in Writing | |
| | Unable to write an idea. | 1 |
| | Can write ideas and need further improvement. | 2 |
| | Can write ideas satisfactorily. | 3 |
| | Can write ideas well. | 4 |
| | Can write ideas very well. | 5 |
| | C. Sistematic in Writing | |
| | Cannot write ideas systematically. | 1 |
| | Can write ideas systematically and needs further improvement. | 2 |

| | | |
|-----------------------|--|---|
| | Can write ideas systematically and needs a little improvement. | 3 |
| | Can write ideas systematically. | 4 |
| | Can write ideas very systematically. | 5 |
| ToTal Score/15 | | |

Comment:

Suitability of Proposed Mini-Project:

Very Suitable
 Fairly Suitable
 Suitable
 Moderate Suitability
 Not Suitable

(State reason if the proposed mini-project is not suitable)

Verification of Examiner

.....
(Signature)

.....
(Verification Stamp)

Form to be sent to the following address upon completion:

Penyelaras Latihan Industri
Fakulti Perhutanan dan Alam Sekitar
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan
No. Tel : 03-976978510
No. Fax : 03-97693768



**EVALUATION FORM BY EXAMINER
REPORT OF MINI-PROJECT**

1. Name of Examiner :

2. Date of Evaluation :

3. Name of Student: 4. Matrics No:

5. Title of Mini-Project :
.....
.....

Scale: 1=Poor, 2= Weak, 3=Good, 4= Excellent

| Tick (✓) | Criteria and Atribut | Scale |
|----------|---|-------|
| | A. Content | |
| | The content includes detailed information and it has some errors in fact. | 1 |
| | The content looks good It includes important information on the topic, but it has small errors in fact. | 2 |
| | Very good knowledge of this topic It includes basic knowledge of this topic. | 3 |
| | It covers all topics in depth with details and examples. | 4 |
| | B. Authenticity of Writing | |
| | Use ideas from other sources without proof of original reference. | 1 |
| | Use of ideas from other sources with little original reference evidence. | 2 |
| | Writing shows a certain authenticity. It shows the use of new ideas and understanding. | 3 |
| | The writing shows great authenticity. Have creative and matching ideas. | 4 |
| | C. Language usage | |
| | Too many errors in spelling or grammar. | 1 |

| | | |
|--|--|-----------------------------|
| | Some spelling or grammar errors. | 2 |
| | Less spelling or punctuation errors | 3 |
| | There are no errors in spelling or grammar. | 4 |
| | D. Application of Environmental Field Principles | |
| | Inaccurate and does not add to the reader's knowledge. | 1 |
| | Less accurate, with little information. | 2 |
| | Less accurate, but adds to the reader's understanding and knowledge. | 3 |
| | Accurate and add to the reader's understanding and knowledge. | 4 |
| | E. Data Organization | |
| | No creativity | 1 |
| | Displays some creativity. | 2 |
| | Displays good creativity. | 3 |
| | Demonstrates outstanding creativity. | 4 |
| | ToTal Score/20 | |
| Comment: | | |
| Verification of Examiner | | |
| | | |
| (Signature) | | (Verification Stamp) |
| Form to be sent to the following address upon completion: | | |
| Penyelaras Latihan Industri Fakulti Perhutanan dan Alam Sekitar Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan No. Tel : 03-976978510 No. Fax : 03-97693768 | | |