



INDUSTRIAL TRAINING LOGBOOK

DIPLOMA OF ENGINEERING

Student's Name : _____
Matrix Number : _____
Program : _____
Faculty : _____
Company Address : _____

THE INTERNSHIP ACTIVITIES MUST BE WEEKLY UPDATED IN THE LOGBOOK

FACULTY OF ELECTRONIC ENGINEERING TECHNOLOGY

UPDATED: 22nd FEBRUARY 2021

INDUSTRIAL TRAINING RULES AND REGULATIONS

Students are responsible to show a high level of discipline and conduct themselves in a manner worthy of a UniMAP student during the industrial training. Therefore, the students MUST,

1. Obey all the university and host company's rules and regulation.
2. Report duty at the host company on the arranged date and time.
3. Complete the industrial training at the host company within the prescribed period.
Any application and appeal for shortening the industrial training duration will not be entertained.
4. Not change the host company without any written permission from the Faculty's Dean.
5. Fill up and submit all the related forms and documents within the stipulated submission period.
6. Preserve the host company/organizational secrecy with care.
7. Not take any leave of absence without the approval from the host company.

CHECKLIST OF THE INTRA FORMS

NO.	FORMS	ACTION	NOTES
1	InTra Verification Form	To be filled by the student and the host company	Submission of the form within 1 week after reporting at the host company by uploading the completed form through the OSI system
2	InTra 03	To be filled by the host company during the last week of the industrial training	Submission by student after the industrial training period to the Industrial Training Coordinator
3	InTra 04	To be filled by the university panel of examiners/ evaluators	-
4	InTra 05		
5	InTra 06		
6	Host Company Acknowledgement Form	To be filled by the host company during the last week of the industrial training	Submission by student after the industrial training period to the Industrial Training Coordinator
6	Host Company Survey Form		

SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
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SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
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ACTIVITY REPORT

INTRA FORMS

STUDENT DETAILS	
Student Name	
Matric Number	
IC Number	
Program	
ORGANIZATION DETAILS	
Organization Name	
Address	
Phone Number	
Email	
CONFIRMATION BY THE INDUSTRY SUPERVISOR	
<p>I hereby certified that the UniMAP student as for named above has reported to undergo for industrial training at our company starting on</p> <p>Supervisor's signature and official stamp:</p> <p>Date:</p>	

** Student is required to upload the certified verification form through the OSI system within 7 days after reporting.*

HOST COMPANY EVALUATION FORM
(To be filled by the Industrial Supervisor)

Student Name:	IC Number:
Program:	Matric Number:
Host Company Name:	

Please evaluate and tick (√) based on the given scales.

		VERY POOR	POOR	AVERAGE	GOOD	EXCELLENT
		1	2	3	4	5
(A) Technical Knowledge (PO5, CO1)						
1	Ability to identify appropriate engineering technique and knowledge					
2	Ability to select correct engineering techniques and resources					
3	Ability to apply engineering tools/equipment with an understanding of the limitations					
Total Marks PO5						/15
(B) Personality and Teamwork (PO9, CO2)						
1	Personality & appearance (attitude, professional appearance, motivation, self-confidence & discipline)					
2	Work quality (work output, initiative to work independently, ability to meet work deadline, responsibility)					
3	Ability to adapt with the working environment & teamwork (participation and cooperation with group members, give or receive orders)					
Total Marks PO9						/15

Other comments (if any):

.....
.....

Is it possible to continue the student's project during industrial training as a final year project at university?

.....

Signature & Date : _____

Name : _____

(please endorsed with official stamp)

Position : _____

STUDENT 1st MONITORING FORM
(To be filled by the Faculty Evaluator)

Student Name:	IC Number:
Program:	Matric Number:
Faculty:	
Method of Monitoring: Phone Call	

Please tick (√) in the column

	Checklist	YES	NO
1	Supervisor (assistant engineer level or higher) is assigned to the student		
2	Student is placed in related department/section		
3	Student is motivated towards industrial training		
4	Facility is provided to the student (allowance/hostel/transport, etc.)		
5	Scheduled program is provided to the student		

Signature & Date : _____

Evaluator's Name : _____

(please endorsed with official stamp)

Position : _____

STUDENT 2nd MONITORING FORM
(To be filled by the Faculty Evaluator)

Student Name:	IC Number:
Program:	Matric Number:
Faculty:	
Method of evaluation: Video Presentation/Industrial Visit	

Evaluation (PO10, CO3):

	Evaluation Points	Marks
1	Motivation towards industrial training	/5
2	Experience and exposure	/5
3	Student's suitability with the industry	/5
4	Communication skill	/5
Total Marks PO10		/20

Signature & Date : _____

Evaluator's Name : _____

(please endorsed with official stamp)

Position : _____

RUBRICS-ORAL PRESENTATION
RubricInTRA04

No	Criteria	Assessment criteria				
		5 (Excellent)	4 (Good)	3 (Average)	2 (Poor)	1 (Very Poor)
1	Appearance	Very highly formal and neatly dressed and shown best courtesy behavior.	Slightly moderate formal and neatly dressed and shown better behavior.	Moderate formal and neatly dressed and shown good behavior.	Dressed formally but with less neat and shown decent behavior.	Improper dress and shown disrespecting behavior.
2	Content	Presentation slide meets all contents criteria.	Presentation slide slightly moderate in meeting all contents criteria.	Presentation slide moderately meets all contents criteria.	Presentation slide is slightly less in meeting contents criteria.	Presentation slide poorly meet contents criteria.
3	Clarity	Well verse and excellent English fluency. Very clear explanation with examples and evidence.	Slightly better in English fluency. Clear explanation with examples and evidence.	Moderate in English fluency. Slightly clear explanation with examples.	Acceptable English fluency. Slightly better explanation with some examples.	Uses conversational English with some hesitation and difficulty. Shows efforts of explaining.
4	Q&A	Arguments shows extensive knowledge and understanding	Arguments shows slightly better knowledge and understanding	Arguments shows slightly considerable knowledge and understanding	Arguments shows considerable knowledge and understanding.	Arguments shows some knowledge but poor understanding

**DIPLOMA ENGINEERING
INTRA 05**

 Update: 12th February 2019

LOGBOOK AND FINAL REPORT EVALUATION FORM
(To be filled by the Faculty Evaluator)

Student Name:	IC Number:
Program:	Matric Number:
Faculty:	
Host Company Name:	

Evaluation (PO10, CO3):

ITEM	ASSESSMENT	MARK
A	LOGBOOK	
1	Format/Organization	/5
2	Activities report	/5
3	Relate activities with evidence (tables, diagram, drawing and etc.)	/5
4	Verification by supervisor	/5
Total Marks		/20
B	FINAL REPORT	
1	Introduction	/5
2	Company background	/5
3	Training scope	/5
4	Conclusion	/5
5	Writing skill	/5
6	Report format	/5
Total Marks		/30
TOTAL MARKS PO10 (50%)		/50

Signature & Date : _____

Evaluator's Name : _____

(please endorsed with official stamp)

Position : _____

(A) RUBRIC LOGBOOK

No	Criteria	Assessments				
		5	4	3	2	1
1	Format/ Organization	Completely fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is excellently organised.	Frequently fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is appropriately organised.	Often fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is moderately organised.	Occasionally fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is fairly organised.	Rarely fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is poorly organised.
2	Activities Report	Logbook is always updated and monitored. Relevant activities reported with no repetition in activities.	Logbook is frequently updated and monitored. Relevant activities reported with little repetition in activities.	Logbook is often updated and monitored. Relevant activities reported with some repetition in activities.	Logbook is occasionally updated and monitored. Relevant activities reported with significant repetition in activities.	Logbook is rarely updated and monitored. Significantly missing content.
3	Relate activities with evidence (tables, diagram, drawing and etc.)	Complete evidence is provided and relevant to the activities. All tables/diagrams/drawings are labels and well presented.	Adequate evidence is provided and relevant to the activities. However, tables/diagrams/drawings are not labels but well presented.	Some evidence is provided and relevant to the activities. Tables/diagrams/drawings are not labels and not well presented.	Little evidence is provided but not relevant to the activities. Tables/diagrams/drawings are not labels and not well presented.	No evidence (tables, diagram, drawing and etc) is provided.
4	Signatures of the supervisor for verification purposes	Logbook is always verified by the supervisor with signature and stamp (more than 80%).	Logbook is frequently verified by the supervisor with signature and stamp (more than 60%).	Logbook is often verified by the supervisor with signature and stamp (more than 40%).	Logbook is occasionally verified by the supervisor with signature and stamp (more than 20%).	Logbook is rarely verified by the supervisor with signature and stamp (less than 20%).

(B) RUBRIC-REPORT (CONTENT)

No	Criteria	Assessments				
		5	4	3	2	1
1	Introduction & company background	Excellent insight. Concise explanation and relevant with training scope. Thorough and complete overview with some history, product/services of the company.	Clear statement for the introductions with consistent explanation. Thorough but succinct overview with limited history, products/services of the company.	Introduction is adequate but not clearly presented. Brief but incomplete overview of the company	Introduction is inconsistent and not clearly presented. Little overview of the company	Serious deficiencies in presenting the general information of the training. No apparent company background.
2	Activities and Conclusion	Activities and Project are thorough, covering all elements, following proper procedure, in logical order, detailed and clearly understandable. Complete the conclusion with the objective, and training scope. All-important conclusions have been clearly made; student shows good understanding. Clear and well-written.	Criteria as (5) except less thorough. Relates the conclusion with the training scope. All-important conclusions have been clearly made; student shows good understanding.	Criteria as (4) except procedures detailing was satisfactory only. Relates the conclusion with the training scope. All-important conclusions have been drawn but could be better stated.	Activities and Project not relevant, not suitable and not satisfactory. Conclusions regarding major points are drawn, but many are misstated, indicating a lack of understanding.	No activities and Project shown in the report. Fails to provide adequate summary and conclusion.

**DIPLOMA IN ENGINEERING
INTRA 06**

 Update: 12th February 2019

OVERALL MARKS
(To be filled by the InTra Coordinator)

Student Name:	IC Number:
Program:	Matric Number:
Faculty:	
Host Company Name:	

Summary of the marks by POs

Forms	Evaluator	POs	Domain	Marks
Intra 03	Industrial Supervisor (Host Company)	PO5	MT	/15
		PO9	IT	/15
Intra 04	UniMAP Panel of Examiners	PO10	CM	/20
Intra 05		PO10	CM	/50
Total Marks				/100

Signature & Date : _____

Evaluator's Name : _____

(please endorsed with official stamp)

Position : _____

Host Company Acknowledgement Form

Update: 12th February 2019

Date:

Faculty of Electronic Engineering Technology
Universiti Malaysia Perlis

Dear Sir/Madam,

Acknowledgement for the Completion of Industrial Training

This form is to certify that the UniMAP student
with IC number has completed his/her industrial
training successfully at The
duration of the training is weeks.

Thank you.

Yours sincerely,

Name & Position:

(with official stamp)

HOST COMPANY SATISFACTION SURVEY

Update: 12th February 2019

Student Name:	IC Number:
Program:	Matric Number:
Host Company Name:	

Please evaluate and tick (√) based on the given scales.

		VERY POOR	POOR	AVERAGE	GOOD	EXCELLENT
		1	2	3	4	5
1	The duration period of industrial training					
2	How would you rate the intern's interest involving the task given?					
3	How would you rate the intern's capability in decision making?					
4	How would you rate the intern's responsibility and integrity?					
5	The intern is able to communicate effectively toward co-worker/ team members					
6	The intern is able to put his/her knowledge into practice during the internship period					
7	The ability of the intern to deal with open problems with a wide range of solutions					
8	The intern demonstrated an ability to recognize the need for and to engage in this life-long learning					
9	The overall performance of the intern					
10	What is the best quality of UniMAP student during industrial training? <hr/> <hr/> <hr/> <hr/> <hr/>					

- THANK YOU FOR THE COOPERATION -