

INDUSTRIAL TRAINING STUDENT CHECKLIST (IMC690)

Student Name :

Student ID :

Program Code :

Unit/Department :

Organization :

(* Please ✓)

NO.	DESCRIPTION	DATE	ATTACH THE APPENDIXES IN THE FINAL REPORT
1	Read & understand the Industrial Training Handbook		
2	Review all the IMC690 assessments and Rubrics . (Special project is no more compulsory, depends on industry requirements)		
3	Fill in the Report Duty Form that has been signed and verified. (Signed and verified can be done by any officers (i.e: any HR officer or Supervisor/officer at industry during the report duty day). Submit latest by the end of the report duty day		
4	Fill in the Report Duty Information LINK at: https://forms.gle/i46qPTzhFPyoyGFj9 (a copy will be emailed to you once you submitted the link). Submit latest by the end of the report duty day		
5	Fill in the Covid-19 Positive/Quarantine LINK at at: https://forms.gle/e7dXq5rocmqV6NEm8 (Optional: Fill in if you are covid-19 positive/Influenza/quarantine, during the internship period) . A copy will be emailed to you once you submitted the link. (If you are POSITIVE and QUARANTINE)		(Pls attach the MySejahtera Home Surveillance Order (HSO) in the Report appendixes)
6	Email or print Industrial Evaluation Rubric and hand it over to your Industrial Supervisor (Via harcopy/softcopy). Evaluation of industrial/organization supervisor need to be submitted directly to College Supervisor CUT OFF DATE: by 06 JANUARY 2025 - via email directly to respective College supervisor (Private & Confidential) (NOTE: Student to FILL in the student details in the rubric & Give a copy of the evaluation on the 1st week of internship (so that industrial supervisor will know the areas of evaluation though out the internship period), and reminded the evaluation again near the due date). Make sure use the latest rubrics .		
7	Reminds your industrial supervisor to prepare the Industrial Training Planner (Jadual Perancangan Latihan Industri) . You need to attach the planner together with your Industrial Supervisor details.		
8	Fill in the Industrial Supervisor details + Industrial Training Planner (Jadual Perancangan Latihan Industri) submit at: https://forms.gle/GbpdQWTm2LMp2v9V9 Due date by 19 AUGUST 2024 . A copy will be emailed to you once you submitted the link. Note: You may submit the Industrial Supervisor details first while waiting the Industrial Training Planner to be ready . The Industrial Training Planner can be send later by 19 AUGUST 2024 . Attach the Industrial Supervisor Details & Industrial Training Planner (Jadual Perancangan Latihan Industri) in the report appendixes .		

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9	Consultation - with College Supervisor. Any types of communications are accepted - minimum 3 TIMES or more.		
10	PAID Semester (OCTOBER 2024 - FEBRUARY 2025) fees. Due Date: 29 NOVEMBER 2024		
11	IMC690 course Registration . Date: 25 - 28 SEPTEMBER 2024		
12	IMC690 course Validation . Date: 01 - 17 NOVEMBER 2024		
13	Attendance Form (Daily attendance need to be recorded) - if using system, please print every month and verified by industrial supervisor (at the last page of the monthly report). If using Punch Card please photocopy/Scanned every month and signed/verified by industrial Supervisor . Acknowledge your absent/MC to your industrial supervisor directly and update accordingly. Attach attendance documents in the report.		
14	Attached all MCs/letters/MySejahtera Screen Shot, acceptance of intership, any related document under report appendixes.		
15	Logbook is completed and signed by industrial supervisor. Attach in the report . (Daily activities is reported. <i>Note: Verification by industrial supervisor can be based on daily, weekly, or monthly basis, depends on the industrial supervisor suitability)</i>		
16	On the 1st week of August 2024, reminded your industrial supervisor to submit the Industrial Evaluation Rubric . Industrial Supervisor need to submit directly to College Supervisor by 06 JANUARY 2025 - via email directly to the respective College supervisor (Private & Confidential). NOTE: Student to fill in the student details in the rubric BEFORE pass over to industrial supervisor.		
17	Update your Industrial Training Data in the iStudent Portal (Praktikal Training Menu). Please be alerted with the due date given by the system.		

(* Please ✓)

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18	PLAGIARISM CHECK. Run your report using TURNITIN software and attach the TURNITIN report under the report appendixes section. Plagiarism result must less than 30% . <i>Please get the advice from your college supervisor.</i>		
19	Prepare yourself and review the Individual Presentation Evaluation Rubrics before the presentation.		
20	ONLINE PRESENTATION (27 JANUARY - 03 FEBRUARY 2025) *Book your date/time (between 27 January - 03 February 2025) with your college supervisor.		
21	INDUSTRIAL TRAINING FINAL REPORT (e-Report) submission. Due Date: 27 JANUARY - 03 FEBRUARY 2025 *Submit the softcopy directly to your respective College Supervisor. If you are requested to bind hardcopy report, the report should be with the Hardcover (Blue Black Thesis Hardcover for UiTM).		
22	List this checklist in the <i>Table of Contents</i> under Appendixes section in your Industrial Training Report and Attach this checklist in your Industrial Training Report under <i>Appendixes</i> .		
23	Update your data for the "right after internship employability data" google form which will be given later. Due date by 03 FEBRUARY 2025 .		

ITr = Industrial Training, CS = College Supervisor (Pensyarah Penyelia (PP)), LI = Latihan Industri, IS = Industrial Supervisor

Signature :

Name :

Student ID :