

FACULTY OF MANAGEMENT
INDUSTRIAL TRAINING PROGRAMME: GUIDELINES FOR STUDENTS

1. INTRODUCTION

- a. Outlined below are policies and procedures with regards to the Student Industrial Training Programme to be adhered to by all students in the Faculty of Management, *excluding* students from the Accounting Unit, which is subjected to different requirements by the Malaysian Institute of Accountants (MIA).

2. PROGRAMME SUPERVISION

- a. There will be one Industrial Training Coordinator (ITC) appointed for each of the respective units by the respective Unit Heads:

Unit	Undergraduate Academic Programme
Economics	Bachelor of Economics – Analytical Economics Bachelor of Economics – Knowledge Economics
Information Technology/ E-Commerce	Bachelor of Electronic Commerce Bachelor of Multimedia (Media Innovation & Entrepreneurship) Bachelor of Multimedia (Media Innovation & Management)
Finance	Bachelor of Business Administration – Finance with Multimedia Bachelor of Financial Engineering
Management	Bachelor of Business Administration – Management with Multimedia
Marketing	Bachelor of Business Administration – Marketing with Multimedia
Accounting	Bachelor of Accounting

- b. ITCs are appointed on a trimester basis to handle industrial training as an academic subject.

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- c. ITCs, in consultation with Unit Heads, are responsible for:
- Reporting directly to the Associate Dean in charge of Industrial Training.
 - Assigning lecturers to be involved as academic supervisors, who will conduct site visits, mark coursework documents, and submit the final results to ITCs for keying-in of student grade into ICEMS.
 - Providing a list of companies and their contact information to students, and for maintaining good contact and rapport with companies. However, students are to apply directly to the companies, and ITCs are not responsible for students' inability to obtain placements.
 - Handling inquiries from students, staff and any other parties with regards to the Industrial Training Programme.
 - Making the following relevant documents available to students via the MMLS:
 1. Presentation slides used by the ITC during the student briefing session
 2. Faculty of Management Industrial Training Programme: Guidelines for Students
 3. Official letter from ITCs to companies (with MMU letterhead)
 4. List of Organizations offering Industrial Training Programmes
 5. All items in the Student Industrial Training Portfolio:
 - a. Student and Training Details
 - b. Job Log
 - c. Site visit/presentation Evaluation Form
 - d. Company Evaluation Form
 - e. Industrial Training Final Report
 6. Guidelines for final report preparation and submission

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1. REQUIREMENTS FOR STUDENT ELIGIBILITY

- a. The minimum requirements for the number of credit hours to be completed by students prior to their industrial training would be dependant on the course structure of the respective academic programmes.

2. TIME, DURATION, AND NUMBER OF CREDIT HOURS

- a. The industrial training programme should be held in either trimester 1 or 3 in the students' final year of study.
- b. The required duration of training is at minimum 14 weeks.
- c. The total credit hours for the industrial training programme should be between 2 to 6 hours, depending on the course structure of the respective academic programmes.
- d. There are different subject codes allocated for the respective units to enable the ITCs to upload materials and make announcements on the MMLS, and to key-in student final grades into ICEMS:

Undergraduate Academic Programme	Subject Code
Bachelor of Economics – Analytical Economics Bachelor of Economics – Knowledge Economics	BCE 3014 BCE 3014
Bachelor of Electronic Commerce Bachelor of Multimedia (Media Innovation & Entrepreneurship) Bachelor of Multimedia (Media Innovation & Management)	BEO 3014 BMM 3014 BMM 3014
Bachelor of Business Administration – Finance with Multimedia Bachelor of Financial Engineering	BFN 3014 BFE 3014
Bachelor of Business Administration – Management with Multimedia	BBM 3014
Bachelor of Business Administration – Marketing with Multimedia	BMK 3014
Bachelor of Accounting	BAC 4614

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3. REQUIREMENTS FOR SELECTION OF EMPLOYING ORGANIZATION

- a. Even though ITCs are responsible for providing the list of companies and their contact information to students, students need to apply to companies directly and are therefore fully responsible for their placements. However, they must obtain written approval from ITCs on the final company chosen.
- b. There are no restrictions on company location, which means that companies can be located inside or outside Malaysia.
- c. Students' training area must be relevant to their fields of study, and this criterion is worth 5% of students' final grade.

4. DOCUMENTATION

- a. The complete Student Assessment Portfolio should be comprised of the following documents:
 1. Student & Training Details
 2. Job Log (verified weekly by the supervisor)
 3. Site visit/presentation Evaluation Form (does not apply to students attached to companies outside Malaysia)
 4. Company Evaluation Form
 5. Final written report

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5. STUDENT ASSESSMENT METHODS

- a. The university grading system is to be used in grading students' work, and the grade obtained for industrial training will be factored into students' CGPA.
- b. Student assessment should be made according to the following breakdown:
 - Employer = 40% (*based on the Company Evaluation Form*)
 - Lecturer = 60%, comprising the following:
 1. Job Log= 10% (25% for attachments outside Malaysia)
 2. Final Report= 20%* (35%* for attachments outside Malaysia)
**5% of the final report marks will be determined by the job's relevance to a student's field of study.*
 3. Site visit/ presentation evaluation = 30% (not applicable to attachments outside Malaysia)

6. WORK PROCESS FLOW

a. Before the Industrial Training

1. Look out for the announcement on the briefing session for students due for industrial training, to be made by the ITC.
2. Attend the briefing session, which should be conducted by the ITC early in the trimester that precedes the trimester of industrial training. For example, if the industrial training programme were to be held in Trimester 1, the student briefing should be conducted in the trimester before that, which is in early Trimester 3.
3. Submit applications to companies, enclosing a cover letter, your curriculum vitae (CV), and the standard letter issued by the ITC.

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4. Upon receiving a company's offer of employment as an Industrial Trainee, obtain the approval of the ITC by submitting the following documents, in person, at the ITC's office:
 - a. Curriculum vitae (CV)
 - b. The company's Offer of Employment letter
 - c. Student and Training Details
 - d. Company location map
 - e. Company organisation chart
5. Register manually for the course by visiting the Faculty of Management administration office, and obtaining the signature of the Assistant Director.

b. During the Industrial Training

1. Adhere to all company rules and regulations.
2. Perform all required job tasks as efficiently as possible.
3. Complete the 'Job Log' on a daily basis, and at the end of every week, obtain your supervisors' signature to verify the contents of the 'Job Log'. Keep the duly completed and signed 'Job Log' in a safe place for future submission to the Academic Supervisor.
4. Liaise with both your work supervisor and your Academic Supervisor to set a suitable time for the site visit and presentation activity, which should be held at the end of the industrial training attachment.
5. Refer to the 'Site Visit/Presentation Evaluation' form to understand how your presentation will be evaluated by the Academic Supervisor, and prepare your presentation materials and yourself to conduct the presentation.
6. Give the 'Company Evaluation' form to your work supervisor and inform him/her to fill up the form.
7. Meet up with your Academic Supervisor during the site visit together with your work supervisor, and conduct your presentation to the best of your ability. Your Academic Supervisor will collect the duly completed 'Company Evaluation' form from your work supervisor.

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c. After the Industrial Training

1. Refer to your 'Job Log' and the 'Guidelines for final report preparation and submission', and prepare your final report.
2. Latest by the end of the university's final examination period, submit to your Academic Supervisor the following documents:
 - a. Job Log
 - b. Final written report
3. Your Academic Supervisor will grade your performance using all items in the 'Student Assessment Portfolio'.

END.

NOTE:

Students can contact the Faculty of Management administration office for information on the appointed Industrial Training Coordinators of the respective academic units, or any other industrial training matters.