INDUSTRIAL TRAINING GUIDELINES

2026



EEE655

FACULTY OF ELECTRICAL ENGINEERING
UNIVERSITI TEKNOLOGI MARA
CAWANGAN PULAU PINANG

UNIVERSITI TEKNOLOGI MARA

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Terms of Definitions

University	Referring to Universiti Teknologi MARA
Panel Assessor	A lecturer appointed by the faculty to monitor and evaluate the students' performance during the industrial training.
Industrial Training	As part of the B.Eng.(Hons) course requirement, all students must complete eight weeks of compulsory practical attachment in either government or private sector organizations.
Industrial Training Coordinator	A lecturer appointed by the Faculty to handle all the industrial training management.
Industrial Training Report	The final report provided by the students after completing the industrial training.
Training Supervisor	A staff appointed by the organization in order to supervise and assist in giving proper guidance as well as assessing the progress of the students.
Logbook	Daily and weekly records of the work during industrial training and student achievement and progress is monitored by the training supervisors.
Training Organizations	Referring to the government sector, private or statutory body training places agreed upon by the University.
Students	UiTM students who are placed in industrial training organizations.

Industrial Training Overview

1

1.1 Introduction

As part of the Bachelor of Engineering (Hons.) Electrical & Electronic Engineering course requirement, all sixth and seventh semester students must complete at least eight weeks of compulsory industrial attachment in either government or private sector organizations. The Malaysian Engineering Accreditation Council (EAC) has stated that an undergraduate must undergo at least eight weeks of industrial training as part of their course. The training must be completed before the students' final semester.

It provides an opportunity for the students to experience real working environment firsthand whilst at the same time benefit them in terms of their personal and professional development. Furthermore, feedbacks gathered from the participating organizations will help the students as well as the faculty in improving the character and professional skills of the graduate.

The training will start immediately upon completion of the final examination in semester 6 and 7 during the semester break of August – October each year. Therefore, students must search their industrial training placements as early as possible, normally at the start of or during semester 6 and 7. At the end of the industrial training, students will submit a formal report and logbook that will be based on work done during the industrial training.

Objectives

- Acquaint with the structure of an organization and its management system
- Acquaint with the various equipment used in working environment
- Understanding of the organization work ethical in terms of interpersonal interaction, discipline, rules/regulations and methods of performing assigned tasks
- Promote symbiotic environment that will encourage interaction
- Improve self-confidence through acquired hard skill and soft skill

Student's Role

- Learn from the observation, experience gained and supervision
- Cooperate with the organization and work colleagues
- Form good interaction between all parties including work colleagues, management and visiting lecturers involved
- Be prepared to contribute in any way deemed necessary
- Abide by and adhered to any terms and regulations set upon by the organization

Contribution by the Participating Organization

- Prepare a suitable training program for the students in accordance with the objectives outlined above
- Provide a suitable training staff to supervise and assist in giving a proper guidance as well as assessing the progress of the trainees
- Encourage the trainees to be involved in tasks that require responsibility
- Guide the trainees as to the health and safety issues

Placement Duration

- Minimum requirement set forth by the Malaysian Engineering Accreditation Council (EAC) is eight (8) weeks in a single session.
- Industrial training must be performed only once within the duration of the study during the semester break of August – October each year. This involves all seventh (6^{th}) semester and eight (7^{th}) semester students.
- The industrial training must be completed before the student's final semester.
- During the industrial training, students are not allowed to take leave or withdraw from training without solid reasons. Students who take leave during their industrial training period are required to make up for the leave duration at the end of the training period.

Guidelines for Organizations and Training Supervisors

Organizations interested in offering a placement can send details of their particular requirement to the Faculty Industrial Training Coordinator who will then advertise the placement opportunity to the students. Usually a particular field of interest and proposed date of placement are to be provided.

The faculty will provide the following letter templates to the students:

a) Application letter (Appendix E)
b) Reply letter (Appendix F)

Students who applied to do industrial training are asked to provide their resumes along with the above forms (Appendix E and F). All the documents must be forwarded by the students directly to the organizations. In order to secure placement, the students are advised to make contact/email and get verbal/written confirmation from the respective organization.

The organizations must ensure that the students under their supervision should be briefed and aware of the health, safety and welfare issues at the work premises. Insurance coverage will also be provided to each trainee/student by the University. The University will also pay for the medical cost incurred due to any accidents at work/training place provided that the trainees seek medical treatment at the government hospitals.

The organizations have the responsibility to provide for the training supervisor at the training place. The training supervisors will help the student to plan their work and review their performance using the Industrial Training Logbook Evaluation Rubric (Appendix C). Throughout the duration of training, students must write an Industrial Training Logbook. The template of the logbook will be given by the Industrial Training Coordinator.

The students should be assigned related tasks to his / her field of study such as (but not limited to) the followings:

a) Broadcasting
b) Installation work
c) Maintenance
d) Management
e) Testing, calibration and commissioning
f) Assembling and Manufacturing
g) Electrical wiring / layout design
h) Process control and instrumentation
i) Microprocessor / microcontroller based
j) Software, networking

At least two weeks after the start of the training, the faculty will inform the students of a visit by the faculty lecturers to assess the progress of the training and meet the student accompanied by the industrial supervisor. The students must inform the organization / industrial supervisor of the visit.

Guidelines for Lecturers

Lecturers are appointed as the Panel Assessor to monitor and evaluate the students' progress and performance throughout the duration of industrial training. As a Panel Assessor, lecturers may choose one of the following options of monitoring and evaluating the students' progress:

Option 1: Evaluate the student's Industrial Training Report. In addition, the lecturer also conducts a physical visit to the student's industrial training premises. Only visits to the states of Penang, Kedah, Perlis, and Perak are eligible for travel claims (provided that a UiTM vehicle was requested but the application was rejected by the Vehicle Unit). The visit period must be performed by the end date of the student's industrial training, during office hours. After completing the visit, lecturers are required to fill out the Visiting Lecturer Survey Form.

During the visit, the lecturer may interview the student regarding the training received, activities performed, treatment by the organization, and the student's views and knowledge about the organization. The lecturer may also interview the student's supervisor regarding the training provided, the attitude and progress of the student under their supervision, the organization's views on the student's industrial training progress, and so on.

From the beginning of the training duration, lecturers may also monitor the progress of the students on weekly basis through social media (e.g. Whatsapp, etc.) or phone call. Contacting the training supervisors may also be made on regular basis.

Option 2: Evaluate the student's Industrial Training Report. In addition, the lecturer conducts a virtual interview with the student and/or the student's training supervisor (i.e., via Google Meet or any appropriate social media platform). The interview period must be conducted by the end date of the student's industrial training. After completing the interview, the lecturer is required to fill out the Visiting Lecturer Survey Form.

During the interview, the lecturer may interview the student regarding the training received, activities performed, treatment by the organization, and the student's views and knowledge about the organization. The lecturer may also interview the student's supervisor regarding the training provided, the attitude and progress of the student under their supervision, the organization's views on the student's industrial training progress, and so on.

From the beginning of the training duration, lecturers may also monitor the progress of the students on weekly basis through social media (e.g. Whatsapp, etc.) or phone call. Contacting the training supervisors may also be made on regular basis.

Option 3: Only evaluate the student's Industrial Training Report. No physical visits or virtual interviews are conducted. However, from the beginning of the training duration, lecturers should monitor the progress of the students on weekly basis through social

media (e.g. Whatsapp, etc.) or phone call. Contacting the training supervisors may also be made on regular basis.

Guidelines for Visiting Lecturers

For lecturers opted for Option 1 (doing a physical visit), they can also be called as the Visiting Lecturers. The visit is carried out with the intention of getting the response/feedbacks required to further improve the training. It is also done in view of strengthening the link between the University and participating organizations.

Visiting lecturers will visit the students undergoing the training only once during the training period normally towards the end of the training duration. The lecturers must be in grade DS11 or above. A letter appointing them for the visit will be given together with the list of students and list of organizations to be visited.

The faculty expects the visiting lecturers to make necessary arrangement with the respective organizations to allocate a suitable time for the visit. During the visit the student(s) has to be present accompanied by his/her training supervisor. The visiting lecturers are also expected to demonstrate a high degree of professionalism while on the visit.

The visiting lecturers are advised to convey the faculty appreciation to the participating organizations with regards to their willingness to accept our students and ask for continual support of the University industrial training placement.

Guidelines for Students

In the beginning of the semester, all sixth and/or seventh semester students are informed to attend a briefing by the Industrial Training Coordinator on how to apply for a place of training. A list of trusted organizations to be contacted will be posted to the Microsoft Teams prior to the issuance of the form.

Students are asked to provide their resumes along with the application and reply letters (Appendix E and F). All the documents must be forwarded by the students directly to the organizations. In order to secure placement, the students are advised to make contact/email and get verbal/written confirmation from the respective organization. Students are advised to apply to more than one organizations.

If more than one application is successful, the student is required to decide which one to accept. All the organizations offering placement must be acknowledged of accepting or turning down the offer either verbally or in writing.

The reply forms are received by the faculty indicating whether the applications are successful or unsuccessful. Normally, the reply forms are sent directly to the students and to the Industrial Training Coordinator.

A briefing to the successful applicants will be given before they leave for their respective training places. Guidelines (Appendix B) to the successful students together with a log book template will be given and briefed to each student. Insurance coverage will also be provided to each trainee/student (Appendix H). The University will also pay for the medical cost incurred due to any accidents at work/training place provided that the trainees seek medical treatment at the government hospitals only. The student should on his/her own accord apply the relevant letter from the HEP department (Appendix G).

The faculty expects the students to demonstrate a high degree of professionalism and observe the highest discipline while on placement. They should also give due consideration to the social and ethical implications of employment as well as health and safety issues.

Students are required to prepare the following documents throughout the training duration:

(1) Industrial Training Logbook
(2) Industrial Training Report

Industrial Training Logbook will be evaluated by the training supervisor through the Industrial Training Logbook Evaluation Rubric, which contributes a mark of 40%. The Industrial Training Report, however, will be evaluated by the appointed faculty's lecturers using the Industrial Training Report Evaluation Rubric (Appendix D). This will contribute a mark of 60%. Both documents must be submitted at the Microsoft Teams' platform, along with the Industrial Training Logbook Evaluation Rubric (Appendix C). Guidelines of Logbook and Report writing can be obtained in Appendix I.

Towards the middle of the training duration, the faculty will inform the students of a visit by the faculty lecturer to assess the progress of the training and meet the student with his / her industrial supervisor.

Students who had fulfilled the followings are considered to be successfully completed their industrial training:

a) Perform the industrial training for a duration not less than 8 consecutive weeks including public holidays.
b) Submit the industrial training log book, the industrial training report and the evaluated Industrial Training Logbook Evaluation Rubric to the Microsoft Teams' platform.
c) Obtain a total marks of more than 50% based on the following evaluations:

    (i) Industrial Training Logbook Evaluation Rubric (Appendix C) – 40%
    (ii) Industrial Training Report Evaluation Rubric (Appendix D) – 60%

Students can refer to the Flowchart of Industrial Training Process (Appendix B) for a more clearer picture of the overall process.

Grievance Procedure

In the unlikely event of disputes, the student or the organization should, in the first instance, contact the Faculty Industrial Training Coordinator, the Head of the Degree Program or the Head of Faculty. Where this approach does not result in a satisfactory resolution, the matter should be referred to the Rector, UiTM Pulau Pinang, Jalan Permatang Pauh, 13500 Permatang Pauh, Pulau Pinang.

APPENDIX A

ELECTRICAL ENGINEERING STUDIES
UNIVERSITI TEKNOLOGI MARA CAWANGAN PULAU PINANG

PROGRAMME	Bachelor of Electrical and Electronic Engineering with Honours (CEEE210/EE212)
COURSE	INDUSTRIAL TRAINING (EEE655)
CREDIT HOUR	4 (minimum 8 weeks training)
PART	7
COURSE STATUS	Core
PREREQUISITE	None
SEMESTER	Mar 2026 – Aug 2026

LECTURER	GROUP	ROOM	PHONE
En. Saiful Fadzli bin Salian			
Dr. Dayang Suhaida binti Awang Damit			

PROGRAMME OUTCOMES (POs)

PO6	Analyse and evaluate solutions for complex engineering problems while accommodating the needs of sustainable development to society, the economy, sustainability, health and safety, legal frameworks, and the environment (WK1, WK5, and WK7).
PO7	Apply and evaluate ethical principles, commit to professional ethics and norms of engineering practices and adhere to relevant national and international laws while adopting diversity and inclusion (WK9).
PO8	Function effectively as individuals, and as members or leaders in diverse and inclusive teams and in multi-disciplinary, face-to-face, remote and distributed settings (WK9).
PO9	Assume responsibility to communicate effectively and inclusively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, taking into account cultural, language, and learning differences.

COURSE OUTCOMES (COs)

CO1	Demonstrate professional working culture and sustainable workplace practices in performing engineering tasks, and justify their alignment with health and safety regulations, legal frameworks, economic efficiency, and environmental responsibility.
CO2	Adhere to ethical principles and legal frameworks in daily engineering practice, showing a clear commitment to professional norms, diversity, and inclusive workplace behaviours
CO3	Demonstrate cooperative and inclusive working commitment with co-workers and diverse team members in professional settings
CO4	Report on complex engineering activities through clear technical documentation, demonstrating inclusive writing practices and reflecting an awareness of cultural, language, and learning differences encountered in the workplace

CO-PO MATRIX

	PO 6	PO 7	PO 8	PO 9	MQF 4	MQF 5	MQF 8	MQF 11	MOHE 4	MOHE 11	MOHE 13	MOHE 17
CO1	√				√					√		
CO2		√						√				√
CO3			√				√				√	
CO4				√		√			√			

COURSE DESCRIPTION

This course is intended to enable student to experience at least 8 weeks working environment in industries. Student will submit a formal report and logbook that will be based on work done during the industrial training.

COURSE EVALUATION

Assessments	Coverage	CO-PO Mapping	WP/WK	Percentage
Logbook	Chapter 2	CO1-PO6 CO2-PO7	WK1, WP1 (WK5, WK6), WK7, WP5, WP7, WP6,WK9	20% 20%
Report	Chapter 3	CO1-PO6 CO2-PO7 CO3-PO8 CO4-PO9	EA1, EA4, WP1 (WK5, WK6), WP5, WP6, WP7, WK9	10% 15% 15% 20%
	Total Marks			**100%**

**NA-Not applicable*

KNOWLEDGE AND ATTITUDE PROFILE AND COMPLEX ENGINEERING PROBLEM

WP	DESCRIPTION
WP1	Cannot be resolved without in-depth engineering knowledge at the level of one or more of WK3, WK4, WK5, WK6 or WK8 which allows a fundamental-based, first principles analytical approach.
	WK5: Knowledge, including efficient resource use, environmental impacts, whole-life cost, re-use of resources, net zero carbon, and similar concepts, that supports engineering design and operations in a practice area
	WK6: Knowledge of engineering practice (technology) in the practice areas in the engineering discipline.
WP5	Address problems not encompassed by standards and codes of practice for professional engineering
WP6	Involve collaboration across engineering disciplines, other fields, and/or diverse groups of stakeholders with widely varying needs
WP7	Address high level problems with many components or sub-problems that may require a systems approach

TEXTBOOK

Addy Osmani, Leading Effective Engineering Teams, O'Reilly Media, 2024 [ISBN: 109814824X]

REFERENCES

1. Martin Peterson, Ethics for Engineers, 2nd Ed., Oxford University Press, 2025 [ISBN: 0197798047]

2. Wahidul K. Biswas,Michele John, Engineering for Sustainable Development, John Wiley & Sons, 2022 [ISBN: 9781119720980]

3. Leslie Paul Thiele, Sustainability, John Wiley & Sons, 2024, ISBN: 1509560319Roger L. Brauer ,"Safety and Health for Engineers", 4th Edition, John Wiley & Sons, 2022 [ISBN: 9781119802297].

4. Roger L. Brauer, Safety and Health for Engineers, John Wiley & Sons, 2022 [ISBN: 1119802318]

5. Sheryl Lindsell-Roberts, Technical Writing For Dummies, John Wiley & Sons, 2023 [ISBN: 1394176775]

COURSE PLANNING

Date/ Week	Topic	Learning Outcomes	CO-PO-WK	Assessment/T&LA	Remarks
W1 – W18 (30 Mar 2026 – 9 August 2026)	**CHAPTER 1 : INTRODUCTION, BRIEFING AND APPLICATION PROCESS** • The Faculty Industrial Training Coordinator will call students for a first briefing regarding industrial training placements. • Students will be required to make formal applications to organizations to secure placement for industrial training. • The organizations will respond to the applications through snail mail / e-mail / fax / telephone. The responses may be directed to the faculty or directly to the students. • At the end of semester, the Faculty Industrial Training Coordinator will call for a second briefing. In this briefing, the coordinator will brief students regarding rules and regulations of the industrial training.	1) To learn the overall process of Industrial Training. 2) To identify potential industrial training organizations. 3) To write application letters to potential organizations for industrial training placement. 4) To receive feedback letters from potential industrial training organizations. 5) To respond to the potential industrial training organizations whether to accept or decline the placement offer.			
W19-W26 (10 Aug 2026 -2 Oct 2026)	**CHAPTER 2: TRAINING & LOGBOOK WRITING** • Students will then report for duty at their respective organizations and will be assigned a Training Supervisor. • Industrial Training commenced. Students are required to adhere to	1) To report for duty at the respective organization. 2) To adhere to rules and regulations of the training organization 3) To submit the Industrial Training Logbook Evaluation Rubric and Industrial	CO1-PO6 WK1, WK5, WK6, WK7	Industrial Training Logbook	

Date/ Week	Topic	Learning Outcomes	CO-PO-WK	Assessment/T&LA	Remarks
	rules and regulations of the training organization. • At the end of the training duration, the Training Supervisor at the organization will evaluate the performance of students. The evaluation must be submitted to the Industrial Training Coordinator before the due date. • Faculty lecturers may also visit the students during training. • During the training, students are required to write their progress in a logbook. • Students are expected to write (handwritten or typewritten) the logbook on a daily basis. The completed logbook must be submitted to the Industrial Training Coordinator before the due date.	Training Logbook to the training supervisor at the end of the training period for evaluation. 4) To submit the evaluated Industrial Training Logbook Evaluation Rubric and the Industrial Training Logbook to the Industrial Training Coordinator before deadline.			
W27 – W33 (3 Oct 2026 – 20 Nov 2026)	**CHAPTER 3 : REPORT DEVELOPMENT** ● Students are required to produce an Industrial Training Report on the training they received at the organization. The completed report must be submitted to the Industrial Training Coordinator before the due date. • Faculty lecturers will be assigned as an assessor for evaluating the Industrial Training Report.	1) To write Industrial Training Report 2) To submit the Industrial Training Report to the Industrial Training Coordinator before deadline.	CO1-PO6 CO2-PO7 CO3-PO8 CO4-PO9 WK5, WK6, WK9	Industrial Training Report	

COURSE COORDINATOR INFORMATION:
(SEM MAR 2026 – JULY 2026)

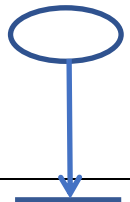
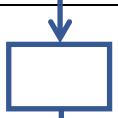
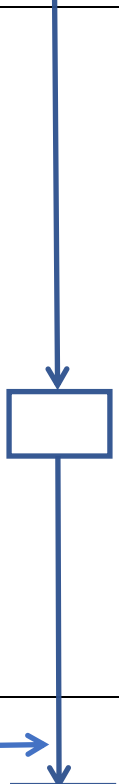
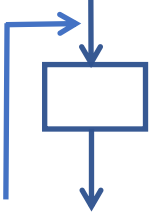
NAME	:	SAIFUL FADZLI BIN SALIAN
ROOM NO	:	7.18
H/P	:	017-9791634
EMAIL	:	saifu598@uitm.edu.my

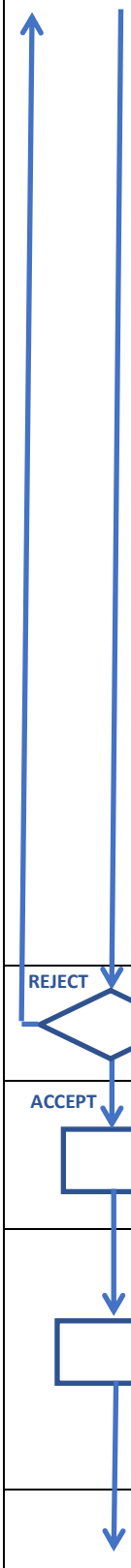
Students' Resources	:	MS Teams EEE655 Industrial Training Aug 2026 Oct 2026

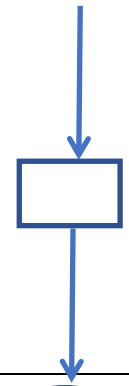
APPENDIX B

PHASE 1

FLOWCHART FOR CEEE200 / CEEE210 / EE212 STUDENTS IN THE PROCESS OF APPLYING FOR INDUSTRIAL TRAINING PLACEMENT

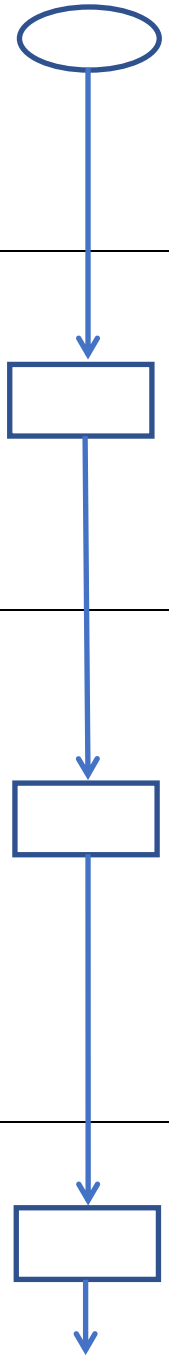
	DETAILS	DATE
	Part 6 students (and Part 7 and above, if any) are added to the industrial training WhatsApp group for the current semester by the Industrial Training Coordinator. *In this WhatsApp group, the Industrial Training Coordinator will announce the dates for undergoing industrial training during the current semester.*	**30 MAR 2026 – 3 APR 2026**
	Students are registered into the **EEE655 Industrial Training** group on the Microsoft Teams platform by the Industrial Training Coordinator.	**30 MAR 2026 – 3 APR 2026**
	Students are required to watch all industrial training briefing videos on Microsoft Teams. Briefing videos can be obtained in Microsoft Teams under the topic *"Guides" – 2.Briefing videos*.	**30 MAR 2026 – 9 AUG 2026**
	Students are required to find organizations of interest to undergo industrial training. Obtain several preferred organizations. There are many ways, including web searches, the list of organizations that have previously offered placements to PKE UiTMPP students (available on Microsoft Teams under the topic *"Guides" – 5. Past Semester's Organizations*), organizations near your residence, workplace of relatives, etc. The organization must be fully or partially involved in activities related to electrical/electronic engineering (e.g., electrical/electronics industry factories, utility companies (e.g., TNB), contractor companies, oil & gas companies, shipping companies, government departments with units/departments related to electrical engineering (e.g., JKR, PBT, Hospitals, RTM, IPTA, etc.), electrical/computer service shops, or any private company with a facilities unit (e.g., hotels, hospitals, etc.)).	**30 MAR 2026 – 9 AUG 2026**
	Students prepare the following letters and documents to be sent to the selected organizations: 1. 1a. Industrial Training Placement Application Letter (8 weeks) 2. 2a. Industrial Training Application Reply Letter (8 weeks) 3. Student Resume	**30 MAR 2026 – 9 AUG 2026**

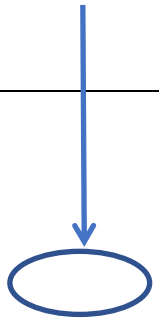
	DETAILS	DATE
	Documents (1a), (2a), and Sample Student Resume can be obtained in Microsoft Teams under the topic *"Letters" – 1. Application Letters*. **Information you need to fill in Letter 1a:** • Organization name • Date letter sent • Student name • MyKad No. • Mobile phone No. **Information you need to fill in Letter 2a:** • Student name • Student ID No. • MyKad No. • Mobile phone No. • Semester: 6 (or your current semester) • Date & duration of industrial training The above information can be entered via handwriting or computer. Since letters 1a and 2a are in PDF format, please refer to *"APPENDIX E2: Guide to adding annotations on PDF documents"* below for guidance on filling in information using a computer. Students may send documents (1a), (2a), and Student Resume to organizations via email / mail / courier / hand delivery. Address it, for example, to: **MANAGER / HUMAN RESOURCE MANAGER / HUMAN RESOURCE DEPARTMENT, <Name and Address of Organization>**. If sending via email, please refer to the guide below (*"APPENDIX E1: Guide to making industrial training applications via email"*).	
REJECT	The applied organization provides written / verbal feedback on whether they accept or reject the industrial training application.	**30 MAR 2026 – 9 AUG 2026**
ACCEPT	If the student is successfully accepted by the applied organization, obtain an official offer letter / email from the organization or reply letter 2a signed by an official of the organization. Keep the document safe.	**30 MAR 2026 – 9 AUG 2026**
	Upload the offer letter received from the organization in PDF format to the Industrial Training Coordinator via Microsoft Teams under the assignment **"Industrial Training Placement Offer Updates"**. Every offer received by the student from an industrial training organization must be submitted to Microsoft Teams.	**30 MAR 2026 – 9 AUG 2026**
	Students inform the accepted organization whether they accept or decline the offer provided.	**30 MAR 2026 – 9 AUG 2026**

	DETAILS	DATE
	This is especially important for students who receive more than one industrial training offer. Students must promptly decide whether to accept or decline offers from those organizations. Students may use the relevant letters in Microsoft Teams under the topic *"Letters" – 2. Supporting Letters* for this purpose. If any additional information is required by the organization, relevant letters from Microsoft Teams under the topic *"Letters" – 2. Supporting Letters* can be used.	
	Students await reporting for duty at the industrial training organization.	**30 MAR 2026 – 9 AUG 2026**

PHASE 2

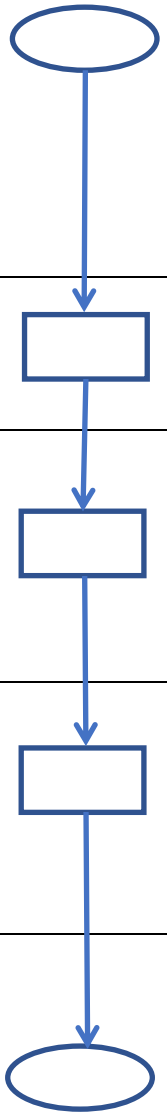
FLOWCHART FOR CEEE200 / CEEE210 / EE212 STUDENTS PRESENTLY UNDERGOING INDUSTRIAL TRAINING

	DETAILS	DATE
	Fill in the Report for Duty Form via the link provided by the Industrial Training Coordinator. This Report for Duty Form opens on *10 August 2026* and must be filled in before / on *FRIDAY, 28 August 2026*. The Report for Duty Form at the provided link contains important information required by UiTM. Therefore, all students currently undergoing industrial training are COMPULSORY to fill it out. Students who fail to fill out this form are considered as not undergoing industrial training.	**10 AUG 2026 – 28 AUG 2026**
	Download the "Template Industrial Training Logbook.doc" in Microsoft Teams (topic *"Guides" - 4. Industrial Training Logbook*). Throughout the industrial training, you need to record the details of your work / training / activities in the Industrial Training Logbook. Guidelines on writing the logbook can be found in Microsoft Teams (topic *"Guides" - 4. Industrial Training Logbook*) - "Guidelines For Industrial Training Logbook Writing.pdf".	**10 AUG 2026 – 28 AUG 2026**
	Download the evaluation form "Industrial Training Logbook Evaluation Rubric.pdf" in Microsoft Teams (topic *"Guides" - 6. Evaluation Forms*). Students are required to submit the " Industrial Training Logbook Evaluation Rubric " to the organization supervisor to be graded during the last week of industrial training. The evaluation from the industrial training supervisor contributes 40% to the overall marks. Print and submit the form to the organization supervisor. Students may also submit the form to the supervisor in softcopy. Once the marks are filled and signed, the supervisor can return the form to the student or return it directly to the FKE Industrial Training Coordinator via email: latihan.industri.fke@gmail.com.	**10 AUG 2026 – 2 OCT 2026**
	Write the Industrial Training Report. Students are required to prepare the Industrial Training Report. This report aims to detail any observations / training / projects carried out during the industrial training. This report contributes 60% to the overall marks. For more information, download the "Industrial Training Report front cover.docx" and "Guidelines For Industrial Training	**10 AUG 2026 – 13 NOV 2026**

	DETAILS	DATE
	Report Writing.pdf" files in Microsoft Teams (topic *"Guides" - 3. Industrial Training Report*).	
	The appointed lecturers contact the student and / or Training Supervisor for a visit / interview session (can be conducted face-to-face or via social media). This visit / interview depends on the appointed lecturer whether they want to conduct it or not. It is not compulsory and does not contribute any marks to EEE655. After the visit / interview, the lecturer only needs to fill in the Visiting Lecturer's Survey Form.	**1 SEPT 2026 – 2 OCT 2026**

PHASE 3

FLOWCHART FOR CEEE200 / CEEE210 / EE212 STUDENTS WHO HAVE COMPLETED INDUSTRIAL TRAINING

	DETAILS	DATE
	Register for the EEE655 Industrial Training subject when subject registration opens for the new semester. Only Part 8 students and above (in the October 2026 semester) will register for the EEE655 subject. Please register in group PEE2008A1 or PEE2108A1. Part 7 students (in the October 2026 semester) will register for EEE655 in the next semester (March 2027), when the student is in Part 8. Please register in group PEE2008A1 or PEE2108A1.	**Course registration period at the beginning of the new semester**
	Fill in the Industrial Training Student's Survey Form after completing industrial training at the link provided by the Industrial Training Coordinator.	**2 OCT 2026 – 1 NOV 2026**
	Fill in the Entry Survey in Ufuture for EEE655. Only Part 8 students and above (in the Oct 2026 semester) will fill it out. Part 7 students (in the Oct 2026 semester) will fill it out next semester (March 2027 Sem).	**Throughout the opening of the Entry Survey in Ufuture**
	Fill in the Exit Survey in Ufuture for EEE655. Only Part 8 students and above (in the Oct 2026 semester) will fill it out. Part 7 students (in the Oct 2026 semester) will fill it out next semester (March 2027 Sem).	**Throughout the opening of the Exit Survey in Ufuture**
	Submit the following documents (pdf format) in Microsoft Teams (“Assignments”): • Industrial Training Logbook Evaluation Rubric (if the Training Supervisor returns this form to the student after marks are given) • Industrial Training Logbook • Industrial Training Report	**2 OCT 2026 – 13 NOV 2026**

APPENDIX C

UNIVERSITI TEKNOLOGI MARA	**INDUSTRIAL TRAINING LOGBOOK EVALUATION RUBRIC** ELECTRICAL ENGINEERING STUDIES UNIVERSITI TEKNOLOGI MARA, CAWANGAN PULAU PINANG

COURSE NAME	**INDUSTRIAL TRAINING**	**COURSE CODE:**	**EEE655**
PROG. NAME	**Bachelor of Electrical and Electronic Engineering with Honours**	**PROG. CODE**	**CEEE200/ CEEE210/EE212**
TRAINING SUPERVISOR'S NAME	:	**TRAINING SUPERVISOR'S POSITION**	:
ORGANIZATION'S NAME & ADDRESS	:		
STUDENT'S NAME	:		
STUDENT'S ID	:		
TRAINING DATE	: / / UNTIL / /		

CO-PO MAPPING	**Assessment Criteria**	**Marks (%)**	**Level of attainments (LOA)**					**Weighted Marks Obtained**
			1	**2**	**3**	**4**	**5**	**(WMO)**
CO1-PO6, WP1 (WK5,WK6) WP5, WP6 WP7	**Health, Safety Protocols & Legal Compliance** Justifies task execution against health & safety regulations, legal frameworks, and complex non-standard site hazards in logbook entries.	5	**RARELY or NEVER** justify task execution against health & safety regulations, legal frameworks, and complex non-standard site hazards in logbook entries.	Justifies task execution against health & safety regulations, legal frameworks, and complex non-standard site hazards in **FEW** logbook entries.	Justifies task execution against health & safety regulations, legal frameworks, and complex non-standard site hazards in **SOME** logbook entries.	Justifies task execution against health & safety regulations, legal frameworks, and complex non-standard site hazards across **MANY** logbook entries.	Justifies task execution against health & safety regulations, legal frameworks, and complex non-standard site hazards throughout **MOST or ALL** logbook entries.	(=*LOA X 1*)
CO1-PO6, WP1 (WK5,WK6) WP5, WP6 WP7	**Environmental Responsibility & Sustainability** Evaluates energy efficiency, net-zero carbon impacts, resource re-use, and environmental footprints in logbook entries.	5	**RARELY or NEVER** evaluate energy efficiency, net-zero carbon impacts, resource re-use, and environmental footprints in logbook entries.	Evaluates energy efficiency, net-zero carbon impacts, resource re-use, and environmental footprints in **FEW** logbook entries.	Evaluates energy efficiency, net-zero carbon impacts, resource re-use, and environmental footprints in **SOME** logbook entries.	Evaluates energy efficiency, net-zero carbon impacts, resource re-use, and environmental footprints across **MANY** logbook entries.	Evaluates energy efficiency, net-zero carbon impacts, resource re-use, and environmental footprints throughout **MOST or ALL** logbook entries.	(=*LOA X 1*)
CO1-PO6, WP1 (WK5,WK6) WP5, WP6 WP7	**Economic Efficiency & Systems Approach** Adopts a systems approach to evaluate economic efficiency, whole-life cost awareness, and multi-component system interactions in logbook entries.	5	**RARELY or NEVER** adopt a systems approach to evaluate economic efficiency, whole-life cost awareness, and multi-component system interactions in logbook entries.	Adopts a systems approach to evaluate economic efficiency, whole-life cost awareness, and multi-component system interactions in **FEW** logbook entries.	Adopts a systems approach to evaluate economic efficiency, whole-life cost awareness, and multi-component system interactions in **SOME** logbook entries.	Adopts a systems approach to evaluate economic efficiency, whole-life cost awareness, and multi-component system interactions across **MANY** logbook entries.	Adopts a systems approach to evaluate economic efficiency, whole-life cost awareness, and multi-component system interactions throughout **MOST or ALL** logbook entries.	(=*LOA X 1*)

CO-PO MAPPING	Assessment Criteria	Marks (%)	Level of attainments (LOA)					Weighted Marks Obtained
			1	2	3	4	5	(WMO)
CO1-PO6, WP1 (WK5,WK6) WP5, WP6 WP7	**Stakeholder Engagement & Societal Impact** Evaluates complex interactions across disciplines, conflicting stakeholder needs, and the professional responsibility to public safety in logbook entries.	5	**RARELY or NEVER** evaluate complex interactions across disciplines, conflicting stakeholder needs, and the professional responsibility to public safety in logbook entries.	Evaluates complex interactions across disciplines, conflicting stakeholder needs, and the professional responsibility to public safety in **FEW** logbook entries.	Evaluates complex interactions across disciplines, conflicting stakeholder needs, and the professional responsibility to public safety in **SOME** logbook entries.	Evaluates complex interactions across disciplines, conflicting stakeholder needs, and the professional responsibility to public safety across **MANY** logbook entries.	Evaluates complex interactions across disciplines, conflicting stakeholder needs, and the professional responsibility to public safety throughout **MOST or ALL** logbook entries.	(=*LOA X 1*)
CO2-PO7, WK9	Apply professional ethics and norms of multi-discipline engineering technology practice in the training activities. Reflect them in logbook.	10	**Failed** to apply professional ethics and norms of multi-discipline engineering technology practice in the training activities. **Did not** reflect them in logbook.	**Partially** applied professional ethics and norms of multi-discipline engineering technology practice in the training activities. **Vaguely** reflected them in logbook.	**Satisfactorily** applied professional ethics and norms of multi-discipline engineering technology practice in the training activities. **Adequately** reflected them in logbook.	**Mostly** applied professional ethics and norms of multi-discipline engineering technology practice in the training activities. **Clearly** reflected them in logbook.	**Fully** applied professional ethics and norms of multi-discipline engineering technology practice in the training activities. **Comprehensively** reflected them in logbook.	(=*LOA X 1*)
CO2-PO7, WK9	Adhere to national and international laws while adopting diversity and inclusion practice in the training activities. Reflect them in logbook entries.	10	**Failed** to adhere to national and international laws or **ignored** diversity and inclusion practices in training activities. **Did not** reflect them in logbook entries.	**Partially** adhered to national and international laws with **minimal** adoption of diversity and inclusion practices in training activities. **Vaguely** reflected them in logbook entries.	**Satisfactorily** adhered to national and international laws while **adequately** adopting diversity and inclusion practices in training activities. **Adequately** reflected them in logbook entries.	**Consistently** adhered to national and international laws while **actively** adopting diversity and inclusion practices in training activities. **Clearly** reflected them in logbook entries.	**Fully** adhered to national and international laws while **proactively** adopting diversity and inclusion practices in training activities. **Comprehensively** reflected them in logbook.	(=*LOA X 1*)
	Maximum Marks	**40**				**Total Marks Obtained**		

Training Supervisor's Signature & Official Stamp:

_____

Name:

Date:

APPENDIX D

UNIVERSITI TEKNOLOGI MARA	**INDUSTRIAL TRAINING REPORT EVALUATION RUBRIC** ELECTRICAL ENGINEERING STUDIES UNIVERSITI TEKNOLOGI MARA, CAWANGAN PULAU PINANG

COURSE NAME	**INDUSTRIAL TRAINING**	**COURSE CODE:**	**EEE655**
PROG. NAME	**Bachelor of Electrical and Electronic Engineering with Honours**	**PROG. CODE**	**CEEE200/ CEEE210/EE212**
PANEL ASSESSOR'S NAME	:		
ORGANIZATION'S NAME & ADDRESS	:		
STUDENT'S NAME	:		
STUDENT'S ID	:		
TRAINING DATE	: / / UNTIL / /		

CO-PO MAPPING	**Assessment Criteria**	**Marks (%)**	**Level of attainments (LOA)**					**Weighted Marks Obtained**
			1	**2**	**3**	**4**	**5**	**(WMO)**
CO4-PO9, EA1, EA4	**Abstract** Delivers abstract writing within word limits (100-300 words). Describe the range of resources managed (data, technologies, team members, physical assets) and highlights societal and environmental consequences while connecting activities to training outcomes.	**4**	Delivers unstructured abstract, writing outside word limits. Fails to detail the range of resources managed (data, technologies, team members, physical assets) and scarcely highlights societal and environmental consequences while fail to connect activities to training outcomes.	Delivers weakly structured abstract writing deviating from word limits. Superficially details the range of resources managed (data, technologies, team members, physical assets) and minimally highlights societal and environmental consequences while loosely connecting activities to training outcomes.	Delivers adequately structured abstract writing generally within word limits. Sufficiently details the range of resources managed (data, technologies, team members, physical assets) and broadly highlights societal and environmental consequences while adequately connecting activities to training outcomes.	Delivers well-structured abstract writing within word limits. Clearly details the range of resources managed (data, technologies, team members, physical assets) and effectively highlights societal and environmental consequences while logically connecting activities to training outcomes.	Delivers exceptionally articulate abstract writing precisely within word limits. Comprehensively details the range of resources managed (data, technologies, team members, physical assets) and critically highlights societal and environmental consequences while seamlessly connecting activities to training outcomes.	(=*LOA X 0.8*)
CO4-PO9, EA1	**CHAPTER 1: Company Profile** Explanation of company background, organizational structure/chart, core business activities, and engineering services.	**4**	Inadequate or missing explanation of company background, organizational structure / chart, core business activities, and engineering services.	Superficial explanation of company background, organizational structure / chart, core business activities, and engineering services.	Adequate explanation of company background, organizational structure / chart, core business activities, and engineering services.	Clear explanation of company background, organizational structure / chart, core business activities, and engineering services.	Excellent explanation of company background, organizational structure / chart, core business activities, and engineering services.	(=*LOA X 0.8*)
CO4-PO9, EA1	**CHAPTER 2: Work Implementation - Technical Description** Explanation of tasks, engineering projects, tools, and equipment used with visual aids (pictures/diagrams/tables).	**4**	Inadequate or missing explanation of tasks, engineering projects, tools, and equipment used with visual aids (pictures/ diagrams/ tables).	Superficial explanation of tasks, engr. projects, tools, and equipment used with visual aids (pictures /diagrams /tables).	Adequate explanation of tasks, engineering projects, tools, and equipment used with visual aids (pictures /diagrams/tables).	In-depth explanation of tasks, engineering projects, tools, and equipment used with visual aids (pictures /diagrams/tables).	Excellent explanation of tasks, engineering projects, tools, and equipment used with visual aids (pictures /diagrams/tables).	(=*LOA X 0.8*)

CO-PO MAPPING	Assessment Criteria	Marks (%)	Level of attainments (LOA)					Weighted Marks Obtained
			1	2	3	4	5	(WMO)
CO1-PO6, WP1 (WK5, WK6), WP5, WP6, WP7	**CHAPTER 2: Work Implementation - Accountability** Reflecting the professional responsibility to society and the environment, address multi-component engineering challenges through a systems approach, while engaging diverse stakeholders across disciplines with conflicting requirements, evaluating solutions that accommodate sustainable development, economic viability, health and safety, and legal frameworks in situations not fully encompassed by existing engineering standards.	**10**	Inadequately reflects professional responsibility to society and the environment by failing to address multi-component engineering challenges through a systems approach, while ignoring diverse stakeholders across disciplines with conflicting requirements, scarcely or not evaluating solutions that accommodate sustainable development, economic viability, health and safety, and legal frameworks in situations not fully encompassed by existing engineering standards.	Superficially reflects professional responsibility to society and the environment by weakly addressing multi-component engineering challenges through a systems approach, while minimally engaging diverse stakeholders across disciplines with conflicting requirements, minimally evaluating solutions that accommodate sustainable development, economic viability, health and safety, and legal frameworks in situations not fully encompassed by existing engineering standards.	Adequately reflects professional responsibility to society and the environment by sufficiently addressing multi-component engineering challenges through a systems approach, while broadly involving diverse stakeholders across disciplines with conflicting requirements, broadly evaluating solutions that accommodate sustainable development, economic viability, health and safety, and legal frameworks in situations not fully encompassed by existing engineering standards.	Clearly reflects professional responsibility to society and the environment by effectively addressing multi-component engineering challenges through a systems approach, while actively engaging diverse stakeholders across disciplines with conflicting requirements, thoroughly evaluating solutions that accommodate sustainable development, economic viability, health and safety, and legal frameworks in situations not fully encompassed by existing engineering standards.	Exceptionally reflects professional responsibility to society and the environment by masterfully addressing multi-component engineering challenges through a systems approach, while expertly engaging diverse stakeholders across disciplines with conflicting requirements, comprehensively evaluating solutions that accommodate sustainable development, economic viability, health and safety, and legal frameworks in situations not fully encompassed by existing engineering standards.	(*=LOA X 2*)
CO2-PO7, WK9	**CHAPTER 2: Work Implementation - Ethics** Reflecting on ethical practices, commitment to professional codes, and inclusive workplace behavior.	**15**	Inadequately or fails to reflect on ethical practices, commitment to professional codes, and inclusive workplace behavior.	Superficially reflects on ethical practices, commitment to professional codes, and inclusive workplace behavior.	Adequately reflects on ethical practices, commitment to professional codes, and inclusive workplace behavior.	Thoroughly reflects on ethical practices, commitment to professional codes, and inclusive workplace behavior.	Comprehensively reflects on ethical practices, commitment to professional codes, and inclusive workplace behavior.	(*=LOA X 3*)
CO3-PO8, WK9	**CHAPTER 2: Work Implementation – Collaborative Teamwork** Reflecting on personal contribution and cooperative work commitment within diverse engineering teams.	**15**	Inadequately or fails to reflect on personal contribution and cooperative work commitment within diverse engineering teams.	Superficially reflects on personal contribution and cooperative work commitment within diverse engineering teams.	Adequately reflects on personal contribution and cooperative work commitment within diverse engineering teams.	Thoroughly reflects on personal contribution and cooperative work commitment within diverse engineering teams	Comprehensively reflects on personal contribution and cooperative work commitment within diverse engineering teams.	(*=LOA X 3*)
CO4-PO9, EA1, EA4	**CHAPTER 3: Conclusion** Summarizing key achievements, skills acquired and reflections on societal and environmental consequences during the industrial training session, self-assessment and future career outlook.	**4**	Inadequately or fails to summarize key achievements, skills acquired and reflections on societal and environmental consequences during the industrial training	Superficially summarizes key achievements, skills acquired and reflections on societal and environmental consequences during the industrial training session, self-assessment, and	Adequately summarizes key achievements, skills acquired and reflections on societal and environmental consequences during the industrial training session, self-assessment, and	Thoroughly summarizes key achievements, skills acquired and reflections on societal and environmental consequences during the industrial training session, self-assessment, and	Comprehensively summarizes key achievements, skills acquired and reflections on societal and environmental consequences during the industrial training session, self-assessment, and	(*=LOA X 0.8*)

CO-PO MAPPING	Assessment Criteria	Marks (%)	Level of attainments (LOA)					Weighted Marks Obtained
			1	2	3	4	5	(WMO)
			session, self-assessment, and future career outlook.	future career outlook.	future career outlook.	future career outlook.	future career outlook.	
CO4-PO9, EA1	**References** At least 5 related references using IEEE format and in-text citations throughout the report text.	**4**	Inadequate or missing list of references failing to meet the minimum requirement of 5 related references, and lacking in-text citations throughout the report text.	Inconsistent list of fewer than 5 related references using IEEE format and sporadic or incorrectly formatted in-text citations throughout the report text.	Adequate list of at least 5 related references using IEEE format and basic in-text citations throughout the report text.	Well-structured list of at least 5 related references using IEEE format and clear, appropriate in-text citations throughout the report text.	Complete list of at least 5 related references using IEEE format and consistently accurate in-text citations throughout the report text.	(*=LOA X 0.8*)
	Maximum Marks	**60**				**Total Marks Obtained**		

Panel Assessor's Signature & Official Stamp:

_____

Name:

Date:

APPENDIX E

UNIVERSITI TEKNOLOGI MARA
Cawangan Pulau Pinang
Kampus Permatang Pauh

Kepada:

Surat Kami : 500-UiTMPP(FKE.14/3/4)
Tarikh :

Tuan/Puan,

PERMOHONAN LATIHAN INDUSTRI

Perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Pengajian Kejuruteraan Elektrik, Universiti Teknologi MARA Cawangan Pulau Pinang ingin memohon tempat latihan industri di organisasi Tuan / Puan untuk pelajar sarjana muda sepenuh masa berikut:

Nama Pelajar:			
No ID UiTM:		**No Tel:**	
Program:	B.ENG (HONS) ELECTRICAL AND ELECTRONICS ENGINEERING		

Tempoh latihan industri adalah selama ___ minggu dari _____ hingga _____.

3. Latihan industri ini adalah merupakan sebahagian syarat lulus untuk program sarjana muda tersebut. Di samping itu, ia juga bertujuan untuk mengukuhkan pengetahuan dan kemahiran pelajar di dalam suasana pekerjaan sebenar. Pihak kami berbesar hati jika organisasi Tuan / Puan dapat menerima dan membimbing pelajar tersebut.

4. Pelajar tersebut juga dilindungi di bawah Skim Perkhidmatan Kesihatan Pelajar UiTM, iaitu satu skim insurans yang disediakan oleh UiTM untuk semua pelajar sepenuh masa. Maklumat lanjut mengenai skim tersebut boleh didapati di pautan berikut:
https://bit.ly/SPKP_UiTM

5. Disertakan bersama (i) Lampiran A: Panduan Latihan Industri, (ii) Lampiran B: Objektif Pembelajaran, (iii) resume pelajar, dan (iv) surat jawapan permohonan untuk pertimbangan dan rujukan pihak Tuan / Puan.

Sekian terima kasih.

"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"

Yang menjalankan amanah,

SAIFUL FADZLI BIN SALIAN
Koordinator Latihan Industri

Pengajian Kejuruteraan Elektrik
Kolej Pengajian Kejuruteraan
Tel: +604-382 2888 Fax: +604-382 2913

Universiti Teknologi MARA
Cawangan Pulau Pinang
Kampus Permatang Pauh
13500 Permatang Pauh
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Fax: +604-382 2913

ISO 9001:2015 No. Sijil: 10120156
UiTM di hatiku

Rujukan kami: 500-UiTMPP(FKE.14/3/4) **LAMPIRAN A**

PANDUAN LATIHAN INDUSTRI

PROGRAM:

CEEE200 / CEEE210

B.ENG (HONS) ELECTRICAL AND ELECTRONICS ENGINEERING

1. Objektif utama latihan industri ialah untuk memastikan pelajar mendapat pendedahan melalui pemerhatian dan juga terlibat secara aktif dalam ekosistem kerja professional bidang kejuruteraan elektrik / elektronik bagi membina kompetensi teknikal.

2. Program latihan mestilah mempunyai hala tuju yang jelas (terancang), diselia oleh kakitangan yang berkelayakan (jurutera / staf teknikal kanan).

3. Pada akhir tempoh latihan, penyelia hendaklah menilai pelajar melalui **Training Supervisor Evaluation Form** yang disediakan pihak Universiti Teknologi MARA.

4. Latihan industri adalah **wajib** untuk tempoh minimum **lapan (8) minggu secara berterusan**. Tempoh latihan industri dilaksanakan sewaktu cuti semester iaitu dari **10 Ogos 2026 hingga 2 Oktober 2026 (8 minggu)**.

5. Mohon ambil maklum bahawa sesi kuliah Semester Oktober 2026 akan bermula pada **28 September 2026**. Pelajar hanya diberi pelepasan kuliah pada minggu pertama sahaja (28 September 2026 – 2 Oktober 2026) untuk menghabiskan tempoh latihan industri.

6. Bakal majikan tidak digalak untuk melanjutkan tempoh latihan industri melebihi 8 minggu kerana akan menjejaskan akademik pelajar. Sekiranya terdapat keperluan pelanjutan, mohon untuk berikan secara bertulis kepada Koordinator Latihan Industri (up: En Saiful Fadzli bin Salian di emel: latihan.industri.fke@gmail.com):

   (i) Justifikasi pelanjutan tempoh latihan, dan
   (ii) Pelan latihan mingguan (minggu 1 hingga tamat)

OBJEKTIF PEMBELAJARAN LATIHAN INDUSTRI

PROGRAM:

CEEE200 / CEEE210

B.ENG (HONS) ELECTRICAL AND ELECTRONICS ENGINEERING

Berikut adalah objektif pembelajaran (Course Learning Outcomes – CLO) yang perlu dicapai oleh pelajar sewaktu menjalani latihan industri:

CLO1	Menunjukkan budaya kerja profesional dan amalan tempat kerja lestari dalam melaksanakan tugasan kejuruteraan, serta membuktikan tugasan tersebut mematuhi peraturan kesihatan dan keselamatan, kerangka undang-undang, kecekapan ekonomi, dan tanggungjawab terhadap alam sekitar. *Demonstrate professional working culture and sustainable workplace practices in performing engineering tasks, and justify their alignment with health and safety regulations, legal frameworks, economic efficiency, and environmental responsibility.*
CLO2	Mematuhi prinsip etika dan kerangka undang-undang dalam amalan harian kejuruteraan, dengan menunjukkan komitmen yang jelas terhadap norma profesional, kepelbagaian, serta tingkah laku inklusif di tempat kerja. *Adhere to ethical principles and legal frameworks in daily engineering practice, showing a clear commitment to professional norms, diversity, and inclusive workplace behaviours.*
CLO3	Mempamerkan kerjasama erat dan inklusif bersama rakan sekerja serta ahli pasukan yang pelbagai dalam persekitaran profesional. *Demonstrate cooperative and inclusive working commitment with co-workers and diverse team members in professional settings.*
CLO4	Melaporkan aktiviti kejuruteraan yang kompleks melalui dokumentasi teknikal yang jelas, dengan menunjukkan amalan penulisan inklusif serta mencerminkan kesedaran terhadap perbezaan budaya, bahasa, dan pembelajaran yang dihadapi di tempat kerja. *Report on complex engineering activities through clear technical documentation, demonstrating inclusive writing practices and reflecting an awareness of cultural, language, and learning differences encountered in the workplace.*

APPENDIX E1

APPENDIX 1A:

Guide to making industrial training applications via email

- Write a suitable email title in the **"Subject"** field. For example, *"Permohonan penempatan latihan industri"* or *"Application for industrial training attachment"*.
- The content of the email must be written entirely in Malay or English.
- The content of the email must follow a formal format.
- The application must be attached with the Official Application Letter from the School of Electrical Engineering (Letter 1a or 1b), the reply letter (Letter 2a or 2b), and your resume.

Examples of email content are as follows:

Example 1:

Dear Sir/Madam,

Greetings,

My name is -----(name)--------, a student of Universiti Teknologi MARA Cawangan Pulau Pinang, Kampus Permatang Pauh. Currently, I am pursuing my study in final year (6th semester) in Electrical and Electronic Engineering degree program. In this upcoming **10th August 2026** until **2nd October 2026 (8 weeks)**, I am required to go for our internship to complete the curricular structure. Hence, I am writing to see if you have an available position for students looking for an internship placement.

The purpose of the internship is to develop our hands-on skills in the field of engineering, besides to give a good exposure of different working environment in the organization while gaining awareness to face the industry in the future.

I am interested to be part of the organization where I can fully utilize my skills and make significant contribution to the success of the employer and my individual growth. It is also another precious opportunity for me to explore and gain knowledge as much as possible in the engineering field for my future preparation.

Attached herewith is my resume together with the necessary documents for your kind perusal. Should you inquire any more details, please feel free to contact me at ------(phone)----.

I am looking forward to receiving a positive reply from you.

Thank you.
Yours faithfully,

Ali Ahmad

Example 2:

Tuan / Puan,
Permohonan penempatan latihan industri

Perkara diatas adalah dirujuk. Saya ------(nama)-----, ingin memohon jasa baik pihak tuan/puan agar dapat memberi peluang kepada saya untuk menjalani latihan industri di organisasi tuan/puan selama lapan **(8) minggu** bermula dari **10 Ogos 2026 hingga 2 Oktober 2026.**

2. Untuk makluman, saya merupakan pelajar jurusan Ijazah Sarjana Muda Kejuruteraan (Electrical and Electronic Engineering) di Universiti Teknologi MARA cawangan Pulau Pinang Kampus Permatang Pauh. Saya sedang mengikuti pengajian di semester ke enam di mana salah satu syarat untuk menamatkan pengajian adalah dengan mengikuti program latihan industri di mana-mana jabatan kerajaan atau syarikat swasta.

3. Hasil pemerhatian saya mendapati bahawa syarikat tuan/puan menepati ciri-ciri organisasi yang mampu menyediakan latihan industri berkualiti dalam bidang kejuruteraan. Saya juga yakin bahawa saya mampu untuk memberi sumbangan dan kerjasama untuk kemajuan dan pembangunan organisasi tuan/puan ke arah yang lebih cemerlang.

4. Bersama-sama ini saya sertakan resume untuk penilaian pihak tuan/puan. Diharapkan permohonan ini akan mendapat perhatian dan pertimbangan sewajarnya daripada pihak tuan/puan dan segala kerjasama saya dahului dengan ucapan jutaan terima kasih.

Yang benar

Ali Ahmad

APPENDIX E2

APPENDIX 1B:

Annotating PDF documents

Attachments in the email must be in PDF format. To ensure students comply with this rule, letters in Word format are not provided. Therefore, to enter information such as the organization's name, student's name, and other details into the PDF formatted letters, students have 2 options:

Option 1:
Print the letters and fill in the details using handwriting. Then, scan the letters using a multi-function printer or a mobile application (e.g., CamScanner). Save the scanned document in PDF format and attach it to the email.

Option 2:
Use PDF annotation software or a PDF annotation portal such as https://tools.pdf24.org/en/annotate-pdf to enter information using a keyboard. For example, in Figure 1 below, after the letter is uploaded to the portal, the organization's information and other details can be typed. Once the information has been entered, the annotated PDF file can be downloaded by clicking the “SAVE PDF…” button.

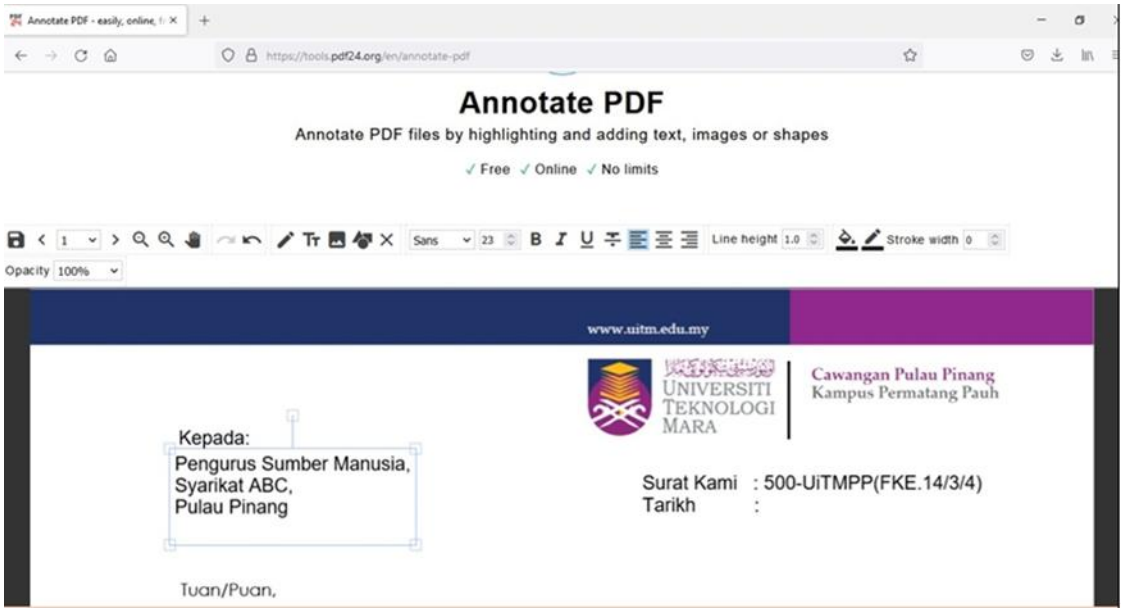


Figure 1: Annotating a PDF document via the portal https://tools.pdf24.org/en/annotate-pdf

APPENDIX F

JAWAPAN PERMOHONAN TEMPAT LATIHAN INDUSTRI PELAJAR IJAZAH SARJANA MUDA (KEPUJIAN) KEJURUTERAAN ELEKTRIK & ELEKTRONIK UiTM PULAU PINANG

Kami menghargai jika surat jawapan ini dapat dikembalikan kepada pelajar dan:

En. Saiful Fadzli bin Salian,
Koordinator Latihan Industri [emel: latihan.industri.fke@gmail.com**]**

Nama Pelajar:			
No. ID Pelajar UiTM:			
Kursus:	B.ENG (HONS.) ELECTRICAL & ELECTRONICS ENGINEERING		
Semester:		**No. Tel (H/P):**	
Tarikh & Tempoh Latihan:			

STATUS PERMOHONAN: ☐ **TERIMA** ☐ **TOLAK**

Butir penempatan dan skop latihan pelajar adalah seperti berikut (jika pelajar diterima):

Tarikh Lapor Diri:		**Masa Lapor Diri:**	
Alamat Lapor Diri:			
Faedah (jika ada):	☐ Elaun ☐ Lain-lain (nyatakan):		
Skop Latihan:	☐ Installation ☐ Maintenance ☐ Technical Management ☐ Testing ☐ Manufacturing ☐ Design/ Simulation ☐ Automation ☐ Software / Embedded Sys. ☐		
Tuliskan ringkasan latihan / tugasan yang akan diberikan kepada pelajar:			

Sekian terima kasih.

.....
Nama:
Jawatan:
Nama Organisasi:

APPENDIX G

BAHAGIAN HAL EHWAL PELAJAR
UNIVERSITI TEKNOLOGI MARA
CAWANGAN PULAU PINANG

BORANG TUNTUTAN TABUNG KECEMASAN

(Tuntutan akibat kemalangan jalanraya mestilah disertakan satu salinan Lesen Memandu atau cukai jalan kenderaan pelajar)

A. KETERANGAN DIRI PELAJAR

Nama Penuh : .....

No.K/P : ..... No.Pelajar : .....

Program :.....

Fakulti : ..... Semester : .....

No Akaun Bank : ..... Nama Bank :.....

Alamat Kolej/NR : .....

.....

No.Telefon : .....

Alamat Rumah Ibu/Bapa :.....

.....

No.Telefon : .....

B. KETERANGAN DIRI WARIS (Sekiranya Diisi Oleh Waris)

Nama Penuh : .....

No.K/P : ..... Pekerjaan : .....

No.Telefon (Rumah) : .....No.Telefon (Pejabat) : .....

Hubungan dengan pelajar : .....

C. BUTIR-BUTIRAN KEMALANGAN (Diisi Oleh Pelajar / Waris)

Tarikh Kemalangan : ..... Masa : .....

Tempat : .....

Kecedaraan Yang Dialami : .....

Nyatakan Dengan Jelas Bagaimana Kemalangan Berlaku

.....

.....

.....

Apakah Urusan Anda (Pelajar) Semasa Kemalangan Tersebut Berlaku

.....

.....

Saksi Kemalangan (Jika Ada)

Nama : .....

Alamat : .....

.....

Saya mengaku semua kenyataan yang diberikan adalah benar.

....

Tandatangan Pelajar/Waris Tarikh

D. AKUAN PEMERIKSAAN PEGAWAI PERUBATAN HOSPITAL
(Laporan lengkap oleh Pegawai Perubatan hendaklah disertakan)

Nama Pesakit : .....

No. K/P : .....Tarikh Masuk Hospital:.....

Laporan Pemeriksaan (keadaan pesakit):

.....

.....

....
Tandatangan Pegawai Perubatan / Cop Tarikh

E. LAPORAN /ULASAN PUSAT /UNIT KESIHATAN UiTM

Saya telah membuat pemeriksaan semula ke atas pelajar dan mengesahkan

Kadar bantuan yang diluluskan :..... % RM :.....

....
Tandatangan Pegawai Perubatan /Cop Tarikh

F. UNTUK KEGUNAAN PEJABAT

Tuntutan : DILULUSKAN / TIDAK DILULUSKAN

Jumlah Diluluskan : .....

Sebab Tidak Diluluskan : .....

....
Tandatangan Pegawai HEP / Cop Tarikh

DOKUMEN SOKONGAN YANG PERLU DISERTAKAN BAGI PERMOHONAN TABUNG KECEMASAN PELAJAR

TABUNG KECEMASAN PELAJAR (KEMALANGAN)	**TABUNG KECEMASAN PELAJAR (KEMATIAN)**
Senarai Semak ☐ Borang Tuntutan Tabung Kecemasan Pelajar. ☐ Salinan Laporan Daripada Pihak Hospital (Yang Menyatakan Kecederaan Dialami Pelajar). ☐ Salinan Kad Pelajar / Kad Pengenalan ☐ Salinan Akaun Bank Islam Nota: Tuntutan Akibat Kemalangan Jalan Raya Mestilah Disertakan Satu Salinan Lesen Memandu Atau Cukai Jalan Kenderaan Pelajar.	Senarai Semak ☐ Borang Tuntutan Tabung Kecemasan Pelajar ☐ Salinan Sijil Kematian Pelajar ☐ Salinan Kad Pengenalan Ibu Atau Bapa Pelajar ☐ Salinan Penyata Akaun Bank Ibu/Bapa Pelajar ☐ Salinan Kad Pelajar / Kad Pengenalan

APPENDIX H

SKIM PERKHIDMATAN KESIHATAN PELAJAR

(pindaan 2013)

ISO 9001:2008 No. Sijil KLR 0500390

KANDUNGAN

PERKARA		MUKASURAT
1.0	PENDAHULUAN	1
2.0	DEFINISI	1
3.0	PEMERIKSAAN KESIHATAN UNTUK PELAJAR DI UNIVERSITI TEKNOLOGI MARA	3
4.0	YURAN SKIM PERKHIDMATAN KESIHATAN	5
5.0	KEMUDAHAN RAWATAN PERUBATAN DAN PERGIGIAN	6
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8.0	RAWATAN YANG TIDAK DITANGGUNG OLEH UNIVERSITI	10
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10.0	KUASA UNIVERSITI	11

1. PENDAHULUAN

Universiti Teknologi MARA menyediakan perkhidmatan rawatan perubatan dan pergigian untuk semua pelajar sepanjang tempoh pengajian di bawah skim yang dinamakan Skim Perkhidmatan Kesihatan Pelajar. Perkhidmatan ini meliputi kemudahan rawatan yang disediakan di kampus-kampus UiTM dan di hospital/klinik kerajaan di Malaysia.

UiTM telah menubuhkan klinik kesihatannya sendiri di kampus induk dan di kampus-kampus negeri. Klinik-klinik ini dikendalikan oleh kakitangan profesional dan kakitangan sokongan yang terlatih.

Dalam beberapa keadaan tertentu dimana pelajar tidak dapat dirawat oleh Klinik UiTM, para pelajar akan dirujuk ke hospital-hospital kerajaan. Kos rawatan akan ditanggung oleh pihak Universiti mengikut ketetapan dalam skim ini.

2. DEFINISI

Dalam skim ini:

2.1. Skim Perkhidmatan Kesihatan Pelajar

bermaksud kemudahan kesihatan dan pergigian untuk pelajar UiTM yang ditanggung oleh Universiti selepas pelajar menyertai skim ini.

2.2. Pelajar

dalam skim ini bermaksud individu yang didaftarkan sebagai Pelajar Sepenuh Masa Universiti Teknologi MARA.

2.3. Pelajar Sepenuh Masa

bermaksud pelajar yang mendaftar dengan universiti untuk mengikuti program pengajian yang ditawarkan setelah membayar yuran pengajian dan mendaftar kursus secara sepenuh masa.

2.4. Pelajar Tamat Pengajian

bermaksud pelajar yang telah tamat tempoh pengajiannya di UiTM iaitu sehingga keputusan peperiksaan akhir disahkan oleh Jawatankuasa Mesyuarat Senat.

2.5. Hospital/Klinik Kerajaan

bermaksud hospital/klinik-klinik kerajaan, Hospital Universiti, Institut Jantung Negara dan Hospital Angkatan Tentera di Malaysia.

2.6. Hospital Swasta

bermaksud semua hospital/klinik swasta termasuk 'private wing' di hospital kerajaan dan hospital universiti.

2.7. Pegawai Perubatan Universiti

bermaksud Pegawai Perubatan bertauliah dan berdaftar dengan Majlis Perubatan Malaysia yang dilantik untuk berkhidmat dengan UiTM.

2.8. Pegawai Pergigian Universiti

bermaksud Pegawai Pergigian bertauliah dan berdaftar dengan Majlis Pergigian Malaysia yang dilantik untuk berkhidmat dengan UiTM.

2.9. Pegawai Perubatan Kerajaan

bermaksud Pegawai Perubatan yang berdaftar dengan Majlis Perubatan Malaysia dan berkhidmat dengan hospital kerajaan.

2.10. Pegawai Perubatan Swasta

bermaksud Pegawai Perubatan yang berdaftar dengan Majlis Perubatan Malaysia dan berkhidmat dengan agensi swasta.

2.11. Kes Kecemasan

bermaksud sebarang kes yang berkaitan dengan kecederaan dan kemalangan yang serius, kesakitan yang teramat sangat, demam panas yang terlalu tinggi (melebihi 39 darjah celcius), kesukaran untuk bernafas, perdarahan yang serius, tidak sedarkan diri dan keadaan pesakit mengganggu ketenteraman orang lain atau membahayakan dirinya dan orang lain.

2.12. Wakil Timbalan Naib Canselor HEP

bermaksud Pengarah Pusat Kesihatan UiTM.

3. PEMERIKSAAN KESIHATAN UNTUK PELAJAR DI UNIVERSITI TEKNOLOGI MARA

3.1. Pemeriksaan Kesihatan Pelajar

Seseorang calon yang berjaya mendapat tempat untuk menuntut di Universiti ini adalah diwajibkan untuk menjalani pemeriksaan kesihatan dan disahkan status kesihatannya.

3.2. Pegawai Perubatan Yang Layak Memeriksa

Pemeriksaan Kesihatan Pelajar ini hendaklah dibuat dan disahkan oleh mana-mana Pegawai Perubatan Kerajaan atau Swasta dengan menggunakan borang Universiti BPP-03(Pin.06). Borang ini mesti dilengkapi dengan satu filem X-ray posisi dada tegak posterior-anterior yang bertarikh tidak melebihi **Enam (6) bulan** dari tarikh pendaftaran.

3.3. Bayaran Pemeriksaan

Segala bayaran yang dikenakan ke atas calon semasa menjalani pemeriksaan kemasukan ini **tidak ditanggung** oleh Universiti.

3.4. Hak Universiti

3.4.1. Adalah menjadi tugas Pegawai Perubatan Universiti untuk menyemak dan mengesahkan kesihatan pelajar berdasarkan bukti pemeriksaan di para 3.2 yang kesihatan calon adalah sesuai untuk ia belajar di Universiti ini.

3.4.2. Pegawai Perubatan Universiti berhak untuk membatalkan pengesahan mana-mana Pegawai Perubatan yang telah memeriksa calon, sesuai dengan peraturan yang telah ditetapkan oleh Universiti. Keputusan ini boleh dibuat samada berdasarkan semakan atau Pegawai Perubatan Universiti sendiri membuat pemeriksaan semula dan ujian ke atas calon.

3.4.3. Apabila terdapat sebarang keraguan dari bukti pemeriksaan, Pegawai Perubatan Universiti berhak pada bila-bila masa, sebelum atau selepas calon didaftarkan sebagai pelajar, menjalankan pemeriksaan dan ujian ke atas calon ini dan membuat pengesahan yang baru.

3.4.4. Calon-calon yang dikesan terlibat dengan dadah sebelum didaftarkan sebagai pelajar akan secara automatis digugurkan dari pelajar Universiti.

4. YURAN SKIM PERKHIDMATAN KESIHATAN

4.1. Syarat Menyertai Skim:

4.1.1. Kelayakan Menyertai Skim

Skim ini disediakan untuk pelajar UiTM sepenuh masa warganegara Malaysia sahaja. Pelajar Antarabangsa tidak layak menyertai skim ini.

4.1.2. Bayaran wajib

Semua pelajar diwajibkan membayar yuran perkhidmatan kesihatan sebelum menyertai skim ini.

Kadar bayaran yuran yang ditetapkan bagi satu semester adalah seperti dinyatakan pada jadual dibawah. Kadar ini kekal sehingga ianya disemak semula oleh pihak Universiti.

PELAJAR	YURAN PERKHIDMATAN KESIHATAN
Pelajar Peringkat Sijil, Pra, Asasi, Diploma Dan Ijazah	**RM 40.00 per semester**
Pelajar Pasca Siswazah Tempatan	**RM 60.00 per semester**

4.1.3. Cara Pembayaran

Pelajar dikehendaki membayar terus kepada pihak Bendahari Universiti.

4.2. Syarat-syarat terkeluar dari Skim:

Pelajar-pelajar yang tamat pengajian secara automatis adalah terkeluar dari skim ini.

5. KEMUDAHAN RAWATAN PERUBATAN DAN PERGIGIAN

5.1. Rawatan Pesakit Luar Perubatan

UiTM menyediakan perkhidmatan rawatan perubatan dalam kampus yang dikendalikan oleh staf UiTM. Semua pelajar sepenuh masa yang memasuki skim ini adalah layak untuk mendapatkan kemudahan-kemudahan ini mengikut jadual perkhidmatan yang ditetapkan oleh Pusat Kesihatan UiTM di Shah Alam dan Unit Kesihatan di kampus-kampus negeri.

5.2. Rawatan Pergigian

Semua pelajar sepenuh masa yang menyertai skim ini adalah layak untuk mendapatkan kemudahan rawatan pergigian di kampus-kampus yang menyediakan perkhidmatan ini dan di hospital-hospital kerajaan.

5.3. Rawatan Kes Kecemasan

Kemudahan rawatan kecemasan juga disediakan dalam kampus pada waktu klinik beroperasi. Selepas waktu klinik, kes-kes kecemasan akan diuruskan oleh Pegawai Pembangunan Pelajar untuk dibawa ke hospital berdekatan.

5.4. Kemudahan Makmal

Kemudahan makmal perubatan disediakan di Pusat Kesihatan UiTM dan hospital kerajaan yang dirujuk oleh Pegawai Perubatan Universiti. Kemudahan ini ditanggung oleh Universiti KECUALI ujian makmal yang dijalankan untuk tujuan saringan dan pemeriksaan kesihatan (medical check-up).

5.5. Kemudahan Ambulan

5.5.1. Kenderaan Kecemasan

Universiti menyediakan kemudahan pengangkutan untuk semua kes kecemasan selama 24 (Dua Puluh Empat) jam sehari sepanjang semester. Semasa cuti semester, kemudahan kenderaan ini terhad semasa waktu klinik beroperasi sahaja.

5.5.2. Perbelanjaan Pengangkutan

Perbelanjaan pengangkutan menggunakan kenderaan yang disediakan oleh Universiti ini akan ditanggung oleh Universiti. Pihak Universiti tidak akan menanggung sebarang perbelanjaan pengangkutan dengan kenderaan lain.

5.5.3. Kemudahan ambulan yang tidak ditanggung

Kemudahan ambulan UiTM tidak disediakan untuk kes-kes 'AOR (At Own Risk) discharge'. Ambulan UiTM juga tidak boleh digunakan untuk membawa jenazah.

5.6. Kemudahan Kelayakan Wad

5.6.1. Klinik UiTM

Klinik UiTM menyediakan kemudahan wad pemerhatian bagi kes-kes yang dirasakan perlu oleh Pegawai Perubatan Universiti untuk rawatan lanjut.

5.6.2. Hospital Kerajaan

Universiti akan menanggung perbelanjaan kemudahan rawatan pelajar di mana-mana hospital kerajaan. Di hospital-hospital kerajaan, pelajar berkelayakan tinggal di Wad Kelas 2 (Dua) atau lebih rendah. Universiti tidak akan menanggung apa-apa bayaran bagi kelas yang lebih tinggi dari Kelas 2 (Dua) kecuali di Hospital Putrajaya, pelajar layak ditanggung di wad kelas 1 (Satu) 4 katil sehingga diwujudkan Kelas 3 dan ke bawah.

5.6.2.1. Surat Jaminan

Seseorang pelajar atau warisnya boleh mendapat Surat Akuan "Guarantee Letter" dari Klinik Kesihatan UiTM dan Pejabat Hal Ehwal Pelajar (HEP).

Sah laku Surat Akuan adalah 1 (satu) bulan dari tarikh ianya dikeluarkan.

5.6.2.2. Kos Bayaran Yang Ditanggung Oleh Universiti

Had maksimum pembiayaan rawatan yang ditanggung oleh universiti di hospital-hospital kerajaan dihadkan kepada **RM 5,000.00 setahun dan dikekalkan tidak melebihi RM 15,000.00 sepanjang pengajiannya.**

Kos tersebut termasuk bayaran pendaftaran, semua jenis pemeriksaan makmal dan X-Ray, rawatan, peralatan gantian anggota, ubat-ubatan, pembedahan dan bayaran wad **kecuali yang termasuk dalam perkara (8).**

5.6.2.3. Mendahulukan Pembayaran

Pembayaran kos rawatan di hospital yang terpaksa didahulukan oleh pelajar boleh dituntut dari Universiti dengan mengemukakan resit-resit asal kepada Klinik Kesihatan UiTM.

5.6.3. Hospital Swasta

Universiti **tidak akan menanggung** apa-apa jenis bayaran bagi rawatan atau wad di Hospital Swasta.

6. KEMUDAHAN RAWATAN PAKAR

Pelajar yang memerlukan rawatan pakar dirujuk oleh Pegawai Perubatan Universiti atau Pegawai Perubatan Kerajaan kepada pakar-pakar di hospital kerajaan sahaja.

7. SIJIL CUTI SAKIT

7.1. Semasa Minggu Bekerja

Sijil Cuti Sakit boleh didapati dari Klinik UiTM dan hospital kerajaan. Sijil cuti sakit dari Klinik UiTM akan dikeluarkan oleh Pegawai Perubatan, Penolong Pegawai Perubatan dan Pegawai Pergigian Universiti untuk pelajar yang layak.

7.2. Pengesahan Sijil Cuti Sakit Swasta

Sijil cuti sakit yang dikeluarkan oleh klinik swasta tidak boleh disahkan oleh Pegawai Perubatan Universiti.

7.3. Semasa Peperiksaan

Semasa peperiksaan, peraturan sijil cuti sakit pelajar tertakluk kepada Peraturan Akademik.

8. RAWATAN YANG TIDAK DITANGGUNG OLEH UNIVERSITI

8.1. Rawatan ubat-ubatan dan peralatan untuk pencegahan kehamilan, kemandulan dan kesuburan.

8.2. Alat-alatan gantian anggota seperti gigi palsu, korona/ jambatan/implant gigi untuk tujuan kosmetik

8.3. Rawatan perubatan dan pembedahan dengan tujuan kosmetik dan ritual, melainkan dalam keadaan dimana Pegawai Perubatan Universiti berpendapat rawatan itu diperlukan untuk mengurangkan risiko kepada pesakit.

8.4. Rawatan dan pemeriksaan berkaitan dengan mengandung dan bersalin samada dalam keadaan normal ataupun tidak normal.

8.5. Rawatan imunisasi samada untuk tujuan pelalian biasa ataupun untuk keadaan wajib seperti imunisasi sebelum pergi keluar negara, imunisasi semasa wabak dan sebagainya, kecuali suntikan ATT dan yang diberi oleh Universiti.

8.6. Perbelanjaan rawatan perubatan altenatif.

8.7. Perbelanjaan rawatan di Hospital Swasta.

8.8. Perbelanjaan rawatan di luar negara.

8.9. Ubat-ubatan yang di beli dari Farmasi melainkan yang mempunyai preskripsi dari Pegawai Perubatan Universiti.

8.10. Rawatan Otodontik di Hospital Kerajaan / Klinik Swasta.

9. RAWATAN DI LUAR NEGARA

Rawatan perubatan dan pergigian bagi pelajar di luar Negara tidak akan ditanggung.

Penganjur dinasihatkan untuk menguruskan insurans perubatan untuk pelajar yang menyertai aktiviti ke luar negara.

10. KUASA UNIVERSITI

Timbalan Naib Canselor HEP atau wakilnya adalah diberi kuasa untuk membuat sebarang keputusan bagi kes-kes lain yang tidak dinyatakan oleh peraturan-peraturan di atas.

Kelulusan pindaan melalui Mesyuarat Jawatankuasa Kewangan dan Pembangunan ke-181: Tarikh berkuatkuasa 01 Januari 2013.



HAK CIPTA TERPELIHARA

PUSAT KESIHATAN
Jalan Bijak, Seksyen 1, Universiti Teknologi MARA
40450 Shah Alam
Selangor
TEL: 03-5544 3630 FAKS: 03-5544 3634
Laman Sesawang : http://pusatkesihatan.uitm.edu.my

APPENDIX I

GUIDELINES FOR EEE655 INDUSTRIAL TRAINING
LOGBOOK WRITING

Logbook isn't just listing *what* you did, but also explaining *why* and *how* it matters. Your logbook is worth a total of 40 marks.

For each working day, you may explain what you did, what tools you use, with the aid of diagrams, pictures, sketches, etc. (if any).

You must also reflect / relate the training activities you receive or perform with the followings:

(a) Safety, Ethics, and Laws

Your logbook needs to prove that you are a safe, ethical, and law-abiding professional.

- **Safety First:** Don't just say you fixed a machine; justify your actions based on health and safety regulations, legal frameworks, and how you managed complex, non-standard site hazards.
- **Professional Ethics:** Comprehensively reflect on how you applied multi-discipline engineering norms and professional ethics to your daily work.
- **Laws and Inclusion:** Document how you followed national and international laws, and explicitly mention how you proactively adopted diversity and inclusion practices in your training.

(b) Environmental and Economic Impact

Engineers must build systems that are both sustainable and cost-effective.

- **Going Green:** Write about how your work / training impacts energy efficiency, supports net-zero carbon goals, promotes resource re-use, and minimizes environmental footprints.
- **The Big Picture:** Adopt a "systems approach" in your writing by evaluating the economic efficiency and whole-life cost of your projects, while explaining how different system components interact.

(c) Stakeholders and Society

Engineering doesn't happen in a vacuum—it affects people.

- **Managing People:** Evaluate how you handled complex interactions across different disciplines and balanced conflicting stakeholder needs.
- **Public Safety:** Always reflect on your professional responsibility to keep the public safe.

Don’t just mention these topics (a) – (c) once or twice in the logbook. You must comprehensively reflect on these elements **throughout most (or all) of your logbook entries**.

GUIDELINES FOR EEE655 INDUSTRIAL TRAINING REPORT WRITING

Before diving into the content, set up your report correctly as follows:

- Aim for a total length of approximately 30 pages (not including appendices).
- Use **Times New Roman** font at **12pts** size.
- Apply **1.5 line spacing** throughout the document.
- Ensure all your paragraph text is **justified**.
- The frontpage of report must use the given *Industrial Training Report Frontpage Template* (can be downloaded from MS Teams). Fill-in the particulars.
- The *Industrial Training Report Evaluation Rubric* must be attached with the report (before the frontpage). Fill-in the particulars.

Report Structure: The Core Content

Here is exactly what you need to include:

- **Abstract:** Keep this section tightly focused between 100 and 300 words. You must mention the resources you managed, such as data, technologies, team members, and physical assets.
- **Chapter 1 : Company Profile:** Clearly explain the background and core business activities of your host company. You must include an organizational chart and describe the engineering services they provide.
- **Chapter 2: Technical Work, Accountability & Ethics And Teamwork:**

  (a) Describe your specific engineering tasks, projects, and the tools you used. Support your explanations with visual aids like pictures, diagrams, and tables.

  (b) Discuss also, how your engineering solutions impacted society and the environment.

  (c) You should also reflect on your commitment to professional codes and inclusive behaviour in the workplace. Furthermore, detail your personal contributions to the organization's team. Explain how you cooperated with diverse stakeholders.
- **Chapter 3 (Conclusion):** Summarize your key achievements and the new skills you acquired. Include a thoughtful self-assessment and discuss your future career outlook.
- **References:** Provide a minimum of 5 related references. Format these using the IEEE citation style and ensure you include matching in-text citations throughout the report.
- **Appendices (if any):** Any materials related to training (if any) such as circuit diagrams, source codes, raw data tables, data sheets, standard operating procedures, etc. can also be included in the appendices.