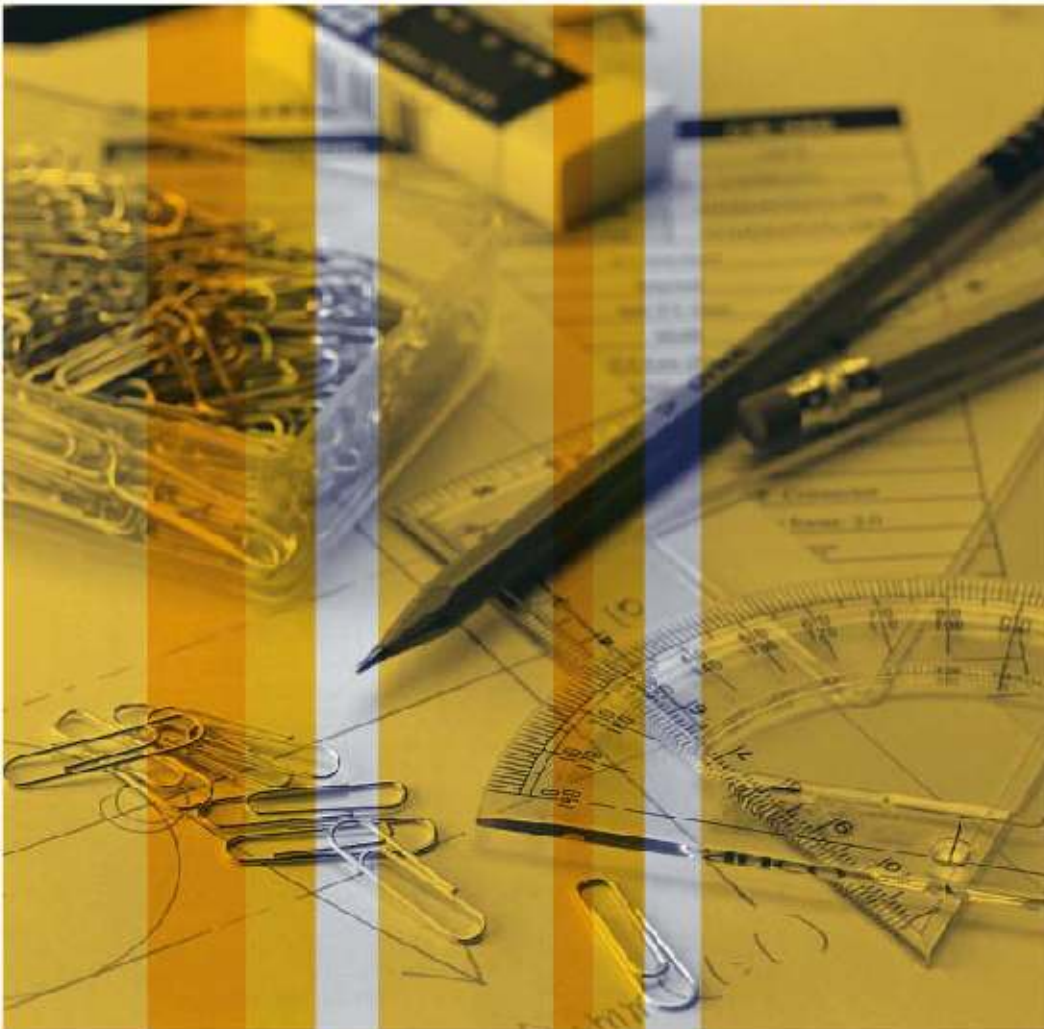


**STUDENT INDUSTRIAL INTERNSHIP
PROCEDURES & GUIDELINES**



1.0 INTRODUCTION

Industrial Training for UNiSEL students actually form part of the requirements prior to being awarded a diploma or a degree. Students are required to undergo industrial attachment with government agencies, firms or companies for a specified duration of time, with the idea of exposing them to the real work environment. Moreover, this industrial training would also enable them to be familiar with the work related problem and challenges as faced by organizations.

The industrial training programme should also provide students to equip themselves with the necessary knowledge, skills and abilities as required by organizations. It is hoped that students undergoing the industrial training would be able to perform the best of their abilities and at the same time maintain the good reputation and image of UNiSEL.

2.0 OBJECTIVES OF THE INDUSTRIAL TRAINING PROGRAMME

- i. To provide opportunity for students to gain access to information on the current needs and requirements of industry.
- ii. To expose students to the latest technology and management utilized by industry.
- iii. To enable students to gain experience and exposure to the reality of working environment in organizations.
- iv. To provide opportunity for students to be involved as workers' in organizations.
- v. To develop students with the necessary technical and professional skills including communication, management and entrepreneurship.
- vi. To expose students to work related problems and issues and in a way develop their thinking capabilities in decision-making.
- vii. To enable students to apply the theories and concepts to real workplace situation.

3.0 GENERAL PROCEDURES OF INDUSTRIAL TRAINING

3.1 Requirements

Students are required to undergo the Industrial Training programme as determined by the respective faculties of the university.

3.2 Registration

Every student who plans to go for industrial training programme must register by filling in a form and submitted to the office of the respective faculty.

3.3 Placement

Students are encouraged to apply for industrial training placement in companies which are made available on website: <http://www.bci.unisel.edu.my>.

3.4 Confirmation

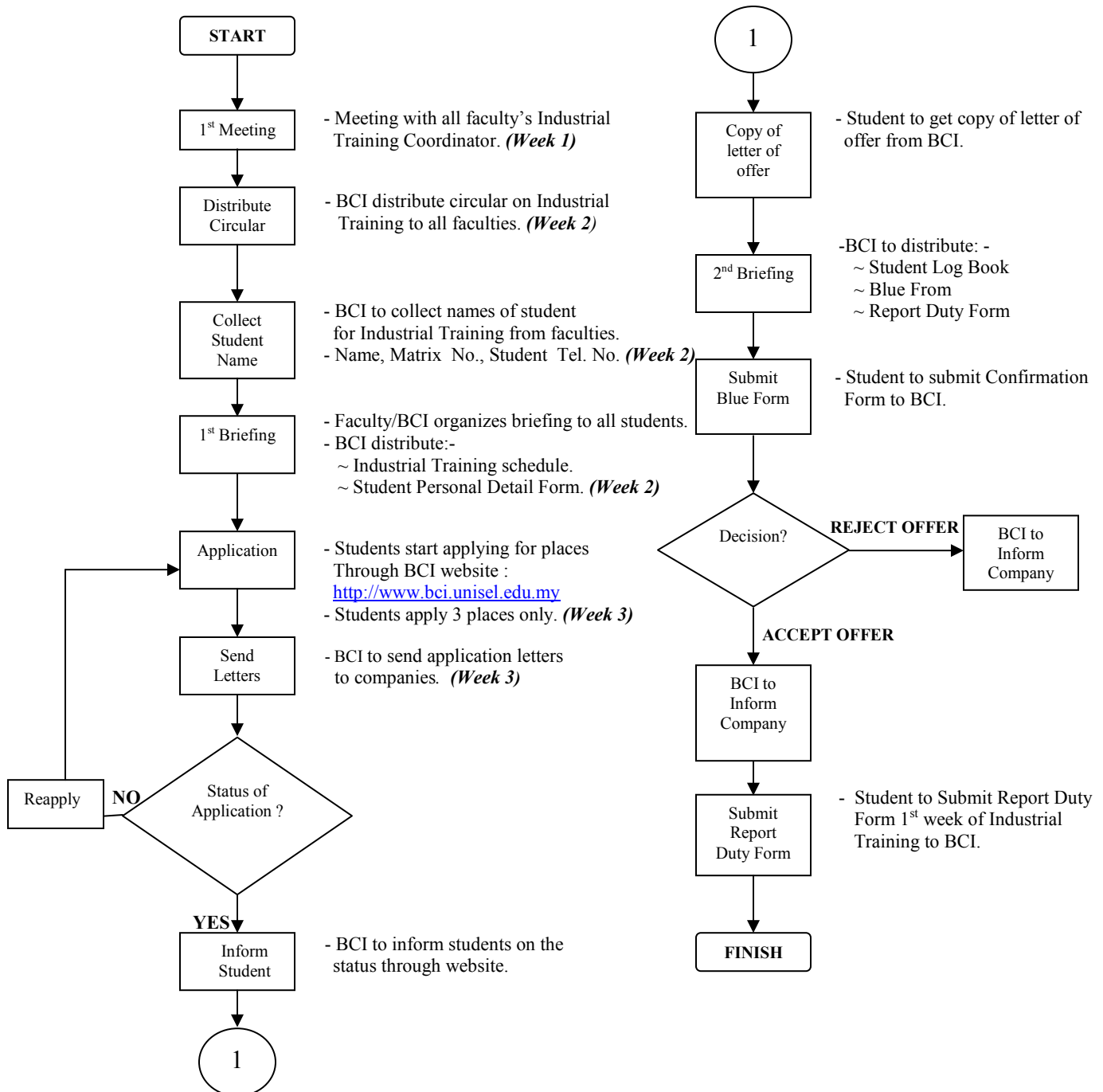
Once placement has been confirmed, the university via BCI will issue a copy of letter of offer to be given to the student in which the student should bring along when reporting for training.

4.0 PROCEDURES FOR INDUSTRIAL TRAINING PROGRAMME

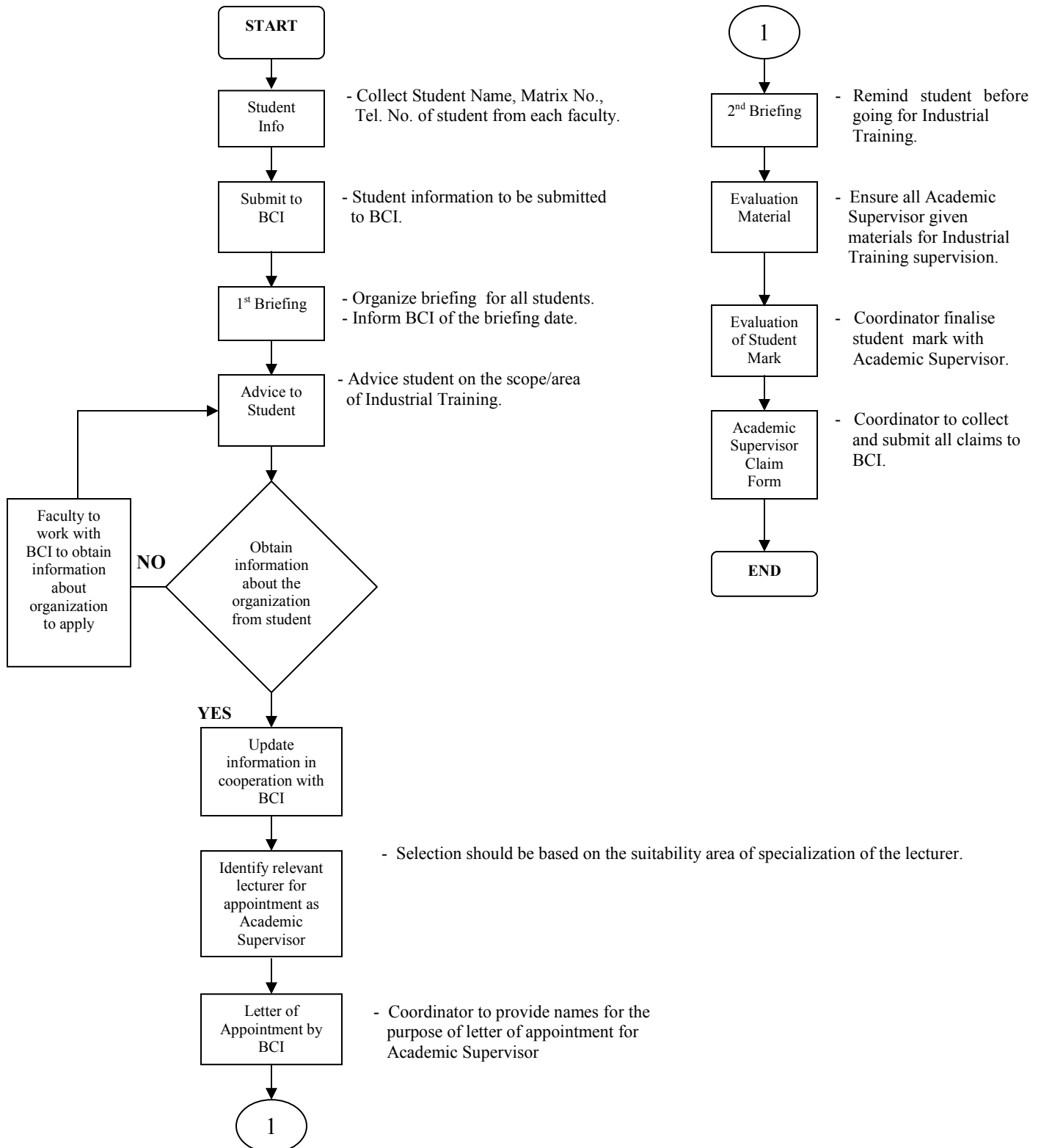
The procedures for organizing UNISEL Industrial Training programme involve four parties: the BCI, Faculty's Industrial Training Coordinator, UNISEL Academic Supervisor and the Students.

4.1 FLOW CHART OF INDUSTRIAL TRAINING APPLICATION PROCEDURE

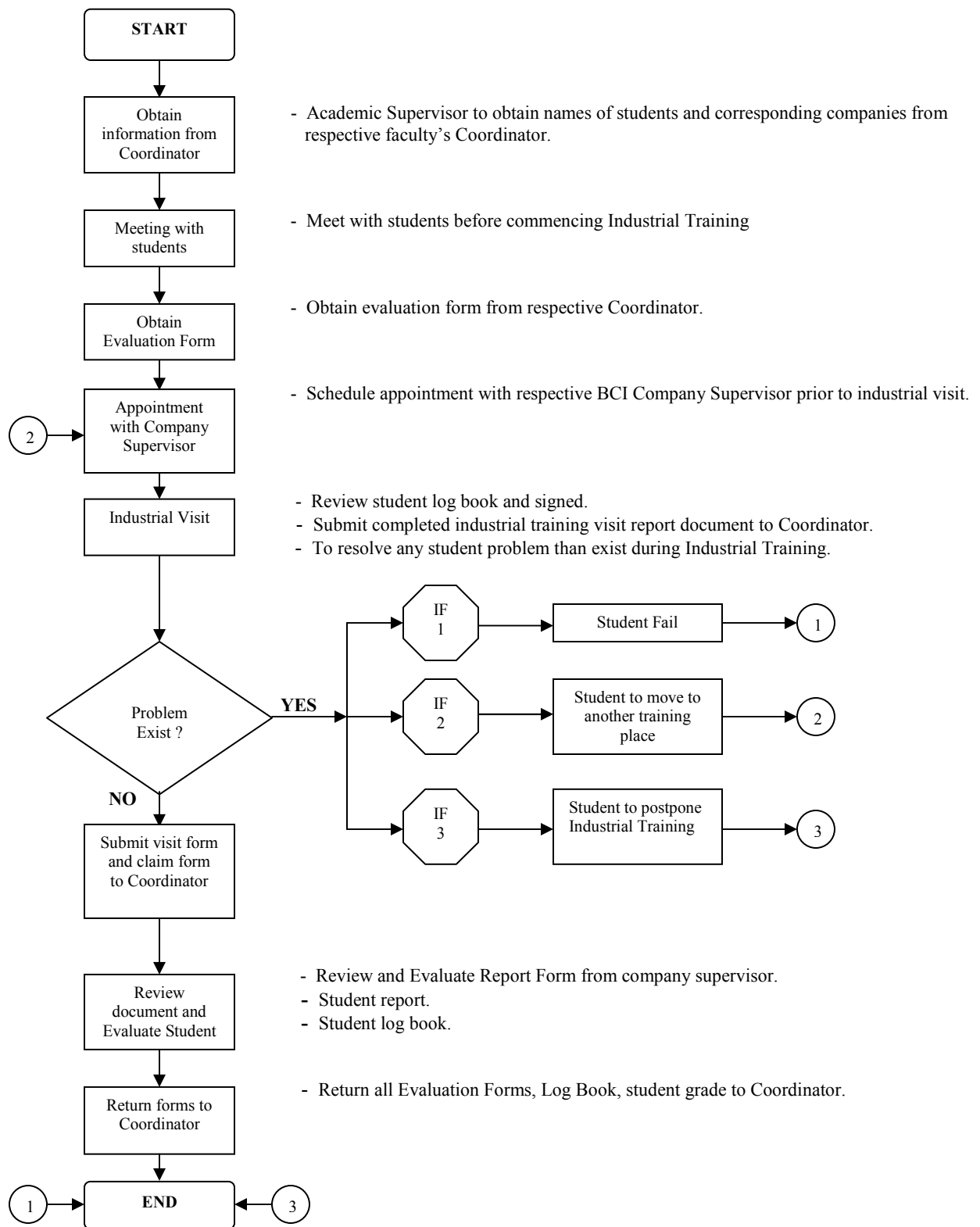
- Centre for Business, Consultancy & Industrial Linkages (BCI)



4.2 FLOW CHART OF INDUSTRIAL TRAINING APPLICATION PROCEDURE - Faculty's Coordinator for Industrial Training

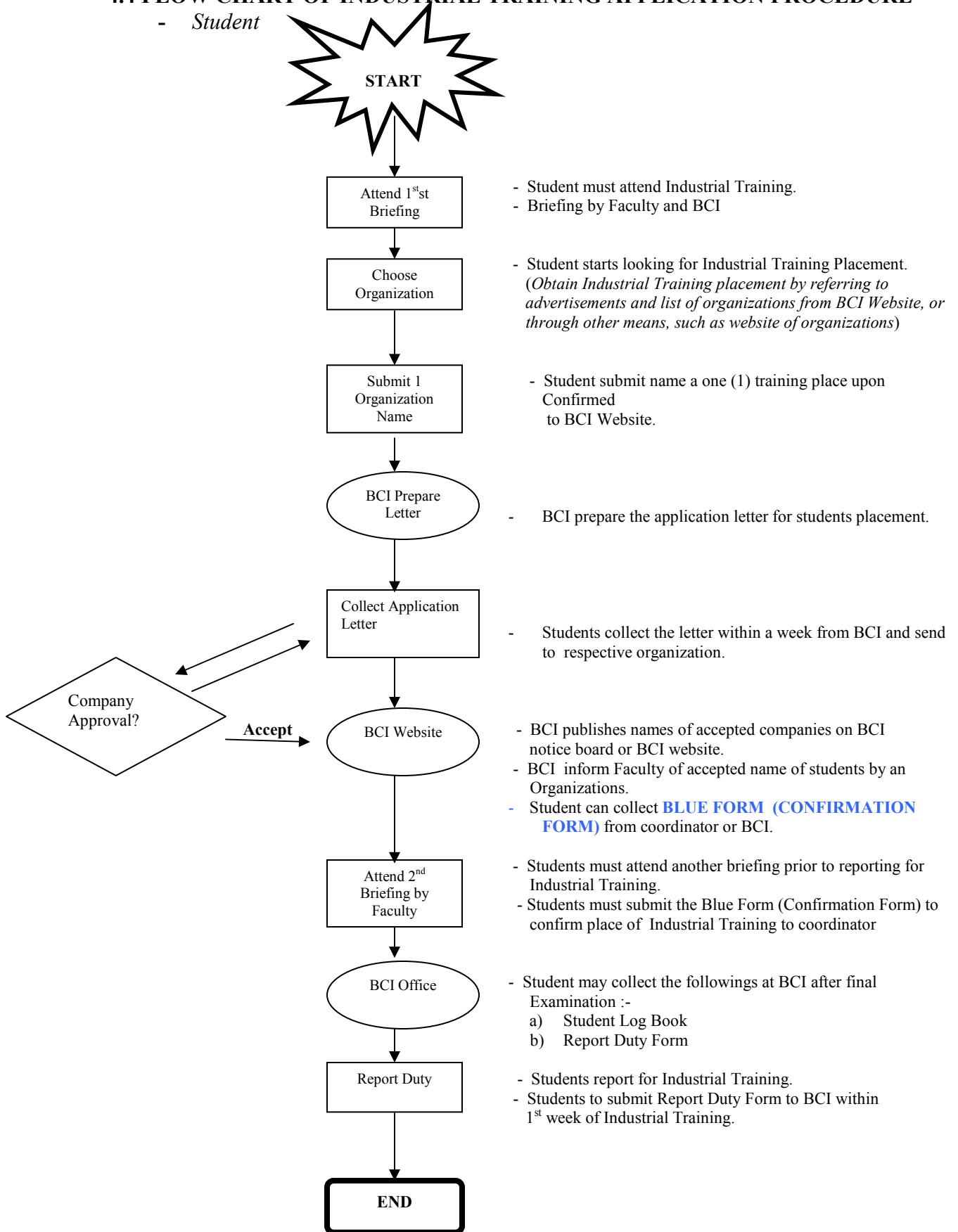


4.3 FLOW CHART OF INDUSTRIAL TRAINING APPLICATION PROCEDURE - Academic Supervisor



4.4 FLOW CHART OF INDUSTRIAL TRAINING APPLICATION PROCEDURE

- Student



5.0 INDUSTRIAL TRAINING REQUIREMENTS

To qualify for industrial training, students must be in the final year and fulfill the followings:-

Diploma : has completed at least 70 credit hours
Degree : has completed at least 80 credit hours

*(*Note: Faculty of Engineering – Only final year students in the final semester are eligible for the industrial training).*

Prior to applying for industrial training, students are encouraged to discuss with their respective Faculty's Industrial Training Coordinator to confirm their eligibility for industrial training program. However, the final decision for students industrial placement is to be determined by Head of Department or respective Dean of faculty.

6.0 SPECIFIC SKILLS AND TYPES OF STUDENT'S TRAINING ACCORDING TO THE PROGRAM

Students are required to undergo industrial training according to their area of studies.

6.1 Bachelor Degree Program Faculty of Industrial Management

Students under the Faculty of Industrial Management will be placed in public or private organization for industrial training according to their area of study.

6.1.1 Type of Training

The industrial training shall expose students to the real corporate working environment. Hence, students are required to get involved in the organizational activities according to the following percentage:

- i. Information technology activities (30%)
- ii. Administration and management (70%)

6.1.2. Training Scope

The scope of training should only be within the aspects of industrial management.

Required training:

6.1.2.1 Bachelor of Industrial Management

- a. Human Resources Management
- b. Industrial Relation
- c. Operation Production Management
- d. Corporate Relation Management
- e. System Management
- f. Marketing
- g. Economics

h. Accounting

6.1.2.2 Bachelor of Accounting

- a. Treasury
- b. Banking
- c. Administration
- d. Auditing
- e. Accounting

6.1.2.3 Bachelor of Finance

- a. Insurance
- b. Banking
- c. Investment
- d. Financial Management
- e. Administration
- f. Financial Advisory

6.1.2.4 Bachelor of Marketing

- a. Marketing Consultant
- b. Promotion

6.2 Bachelor Degree Program Faculty of Information Technology

Students under the Faculty of Industrial Information Technology will be assigned to public organization or private industry for industrial training according to their field of studies.

6.2.1 Types of Training

The training shall expose the students to the real corporate working environment. Hence, students are required to get involved in the organizational activities according to the following percentage:

- i. Technical task (70%)
- ii. Administrative or non-technical (30%)

6.2.2 Training Scope

The assigned technical scope shall comply with the students' respective academic which is as follows:

- i. Enterprise Information Architecture
- ii. ICT Project Management
- iii. Networking
- iv. E-Commerce Application
- v. ICT Solutions for Business Enterprises

The scope of technical tasks in the aspects of majoring is as follows:

6.2.2.1 Industrial Engineering Majoring

- a. Operation and Production Management
- b. Total Quality Management
- c. Manufacturing, Planning and Control System

6.2.2.2 Management Information System Majoring

- a. Strategic Information System Planning
- b. Knowledge Management
- c. Data Warehouse/Data Mining

6.3 Faculty of Biotechnology and Life Sciences (FBSH)

Students under the Faculty of Biotechnology and Life Sciences will be attached to relevant government or private institutions, individual or companies. The type and scope of training given below will apply to the following programmes under the faculty:

- i. Bachelor of Bioinformatics (Hons)
- ii. Bachelor of Biotechnology Industry (Hons)
- iii. Diploma in Biotechnology Industry

6.3.1 Delegation of Tasks

The training shall expose the students to the real working environment. Hence, the tasks shall be partitioned as follow:

- i. Tasks related to biotechnology, bioinformatics, bio-entrepreneurship (80%)
- ii. Administrative and management tasks (20%)

6.3.2 Scope of Training

Scope of industrial training provided to the student should be within the field of biotechnology and life sciences.

The scopes of training include the following areas of study:

6.3.2.1 Diploma in Biotechnology Industry

- a. Data Collection and Data analysis
- b. Cytogenetic and molecular laboratory techniques
- c. Plant and Animal Breeding
- a. Instrumentation in biotechnology
- b. Cell and Tissue Culture
- c. Bioentrepreneurship
- d. Filing system
- e. Biological Science/Biotechnology laboratory management

6.3.2.2 Bachelor of Biotechnology Industry (Hons)

- a. Data entry, processing and analysis
- b. Cytogenetic and molecular laboratory techniques
- c. Plant and Animal Breeding
- d. Instrumentation in biotechnology
- e. Cell and Tissue Culture
- f. Biodiversity and conservation
- g. Natural products
- h. Research and Development
- i. Bioentrepreneurship
- j. Human Resource Management
- k. Biotechnology laboratory management

6.6.2.3 Bachelor of Bioinformatics (Hons)

- a. Data entry, processing and analysis
- b. Cytogenetic and molecular laboratory techniques
- c. IT applications in bioinformatics
- d. Instrumentation in biotechnology
- e. Genomics and Proteomics
- f. Research and Development
- g. Bioentrepreneurship
- h. Human Resource Management
- i. Computer/Biotechnology laboratory management

6.4 Faculty of Engineering

Students under the Faculty of Engineering will be placed in public or private organization for industrial training according to their area of study.

6.4.1 Type of Training

The training shall expose the students to real working environment. Therefore, delegation of tasks during the training shall be partitioned as follows:

- i. Technical task (70%)
- ii. Administration and management (30%)

6.4.2 Training Scope

The scope of training shall comply with the student's academic background as follows:

6.4.2.1 Bachelor of Engineering (Civil) (Hons)

- a. Civil and Structural Design
- b. Property Planning and Management
- c. Construction
- d. Production/Manufacturing
- e. Maintenance

- f. Site Supervision
- g. Research and Development (R & D)

6.4.2.2 Bachelor of Engineering (Electrical) (Hons)

- a. Production/Manufacturing
- b. Design
- c. Service Assurance/ Control
- d. Technical Sales
- e. Consultancy
- f. Electrical Construction
- g. Research and Development (R & D)

6.4.2.3 Bachelor of Engineering (Electronics) (Hons)

- a. Production/Manufacturing
- b. Design and Fabrication
- c. Service and maintenance
- d. Quality Assurance/ Control
- e. Technical Sales
- f. Consultancy
- g. Research and Development (R & D)

6.4.2.4 Bachelor of Engineering (Mechanical) (Hons)

- a. Production / Manufacturing
- b. Design / CAD
- c. Service and maintenance
- d. Quality Assurance/ Control
- e. Logistics
- f. Equipment Commissioning
- g. Tender Evaluation / Preparation
- h. Research and Development (R & D)

6.4.2.5 Bachelor of Engineering (Mechatronics) (Hons)

- a. Production / Manufacturing
- b. Design / CAD
- c. Service and maintenance
- d. Quality Assurance/ Control
- e. Technical Sales
- f. Consultancy
- g. Research and Development (R & D)

6.5 Faculty of Biomedical and Health Sciences (FBHS)

Students under the Faculty of Biomedical and Health Sciences will be attached to relevant government or private institutions for industrial training according to their area of specialties. The type and scope of training given below will apply to the following programmes:

- i. Bachelor of Health Science (Hons)
- ii. Bachelor of Medical Laboratory Technology (Hons)
- iii. Bachelor of Physiotherapy (Hons)
- iv. Bachelor of Environmental Health (Hons)
- v. Bachelor of Medical Imaging (Hons)
- vi. Diploma of Medical Laboratory Technology
- vii. Diploma of Environmental Health
- viii. Diploma of Physiotherapy
- ix. Diploma of Medical Imaging
- x. Diploma in Emergency Medicine Science

6.5.1 Delegation of Task

The training shall expose the students to the knowledge, skills and attitudes involved in being competent and excellent healthcare providers. Therefore, delegation of task during the training shall be partitioned as follows:

- i. Technical Task (70%)
- ii. Administration and management (20%)
- iii. Health Science Research (10%)

6.5.2 Scope of Training

Scope of medical industrial training shall comply with the student's academic background as follow:

6.5.2.1 Bachelor of Health Science (Hons)

- a. Laboratory techniques in:
- b. Instrumentation in medical laboratory
- c. Quality assurance / quality control measurement
- d. Laboratory safety
- e. Research and health professional collaboration
- f. Human resource management

7.0 METHOD OF EVALUATION

Students will be evaluated based on the followings :

i.	Final Report	25%
ii.	Log Book	15%
iii.	Visit and Presentation	25%
iv.	Organization Evaluation	35%

		100%

- i. Log Book – method of writing the log book must be consistent and systematic in manner.
- ii. Discussion / observation during visit – must ensure that students are behaving properly in the organization. Student initiatives to discuss with the respective supervisors before, during, and after undergoing the training also form part of the evaluation process.

*a. Students will be considered **FAIL** if :-*

- i. They move to another training place without prior approval of the Coordinator or the Industrial Training Committee.
- ii. Fail to be present at the training place without valid reason during the supervisor visit.
- iii. Fail to submit training report on the specified date.
- iv. Having disciplinary problems such as attendance, behavior or attitudinal problem, etc.

8.0 TASKS AND RESPONSIBILITIES

8.1 Tasks of Supervisor from Industry

- i. Provide learning and teaching to students regarding the task to be performed.
- ii. Expose students to discussion for instance, attending meeting.
- iii. Expose students to off-job opportunity (where relevant).
- iv. To review and to sign students' log book.
- v. Inform UNISEL Industrial Training Coordinator if student found wrongdoing.
- vi. Provide evaluation on student performance by filling in Student Performance Evaluation Form at the end of the training.

8.2 Tasks of UNISEL Academic Supervisor

- i. Ensure that all students undergo industrial training within the specified period of time.
- ii. Observe students' development during industry visit.
- iii. Ask for feedback from industry supervisor on student performance.
- iv. Review and sign student log book during industry visit.
- v. Inform respective coordinator should there be any problem concerning student undergoing industrial training.
- vi. Evaluate student performance at the end of the training.

8.3 Tasks of Student

- i. Adhere to all company regulations.
- ii. Uplift the image and name of the university.
- iii. Inform of your acceptance of industrial training organization to the university / faculty within the first week of commencing the training.
- iv. Report all daily activities in your log book.
- v. Contact the Coordinator / Academic Supervisor of Industrial Training should you face any problem.
- vi. Write a short report on the industrial training and submit to Academic Supervisor of Industrial Training at UNiSEL two (2) weeks after completion of the training.

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