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## Guideline for the Organization

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### 1. Industrial Training Definition

Industrial training refers to the placement of a student at an external organization for a minimum of TWENTY (20) weeks. It aims to elevate the students' knowledge and skills in a specific profession of their respective fields and at the same time produce graduates who are credible, creative and proficient. It is also intended for the student to gain exposure in every aspects of career life - socially, culturally, interactions and work conducts.

### 2. Objectives of the Industrial Training

The industrial training is intended for the students to:

- i. Expose themselves with the surrounding conditions and circumstances related to actual working environment in order to obtain basic professional skills (system development skills) within the allocated timeframe.
- ii. Train them to interact and communicate effectively at all levels in the working place environment.
- iii. Expose themselves to new technologies.
- iv. Practice good ethical values and employment regulations.
- v. Develop and increase creativity by contributing critical ideas to organization.
- vi. Create affiliation with professionals outside the University.

### 3. Activities and Supervisions During the Industrial Training:

- i. The organization is required to appoint an officer to be the organization supervisor for the industrial training student. At the end of the insuatrial training session, the supervisor must fill up the evaluation form and submit to the school before/on the predetermined date.

- ii. During the training session, the organization is expected to expose the students with various types of working experience suitable with the facilities available in the organization.
- iii. Any agreement between company and students should get the consent from the faculty.

#### 4. **Industrial Training Activities**

Among the job scopes of the industrial training include:

- i. System development either in group or individually where students are involved in any phases; whether in the system analysis phase, system design, coding, system documentation and system maintenance.
- ii. Exposure towards the use of software application.
- iii. Exposure towards the installation and maintenance of computer hardware and repair.
- iv. Exposure towards installation and maintenance of computer network in the organization.
- v. Involvement in activities conducted in the organization.

#### 5. **Acknowledgement**

School of Computing is grateful to your organization for placing our students undergo their industrial training in your organization. We appreciate your willingness to collaborate in supervising, monitoring and assessing the performance of our students. It is hoped that the cooperation between the faculty and the industry will be continued.