

# INDUSTRIAL TRAINING (LATIHAN INDUSTRI - LI) CALENDAR (DURING LI)

## B. Sc. Computer Science – Faculty of Computing

### SEMESTER I - 2020/2021 SESSION

(LI Period: **4/5 OKTOBER 2020 – 18/19 FEBRUARY 2021**)

#	Item	Activities	Date
1	Documents	<ul style="list-style-type: none"> <li>Obtain the letter of verification from faculty.</li> <li>Apply for Insurance Protection Cover Letter from University (If required by organisation).</li> </ul>	<b>Before 4 Oct</b>
2	Reporting to the organisation	<ul style="list-style-type: none"> <li>Report duty on the FIRST DAY of training.</li> <li>Discuss with organisation's supervisor about training scopes.</li> </ul>	<b>4/5 Oct 2020 (W1)</b>
3	Reporting to the faculty supervisor	<ul style="list-style-type: none"> <li>Submit the report duty <i>Verification form (BLI-1D)</i> to Faculty Supervisor by email and upload in E-learning and log book.</li> <li>Inform the faculty's supervisor regarding the LI Scopes and organisation information.</li> </ul>	<b>(W1)</b>
4	Supervision	<ul style="list-style-type: none"> <li>Contact faculty and UTM supervisor from time to time, updates log book through ITS.</li> </ul>	<b>(20 WEEKS)</b>
5	Documents Submission	<ul style="list-style-type: none"> <li>Submit Industrial Training Report (Chapter 1) to Faculty Supervisor                             <ul style="list-style-type: none"> <li>-The training organization profile, information on unit which the LI takes place and organisation's supervisors details.</li> <li>- The project/LI activities which has been planned by the organisation for 20 weeks. (please provide Gantt chart).</li> </ul> </li> </ul>	<b>(W6)</b> <b>8 - 12 Nov 2020</b>
5	Visit Date Notification	<ul style="list-style-type: none"> <li>Contact faculty's supervisor and discuss with organisation's supervisor the suitable date for the visit.</li> </ul>	<b>(W13)</b>
4	Documents Submission	<ul style="list-style-type: none"> <li>Submit the Industrial Training Report Draft to Faculty Supervisor by email.</li> </ul>	<b>27 Nov -31 Dec 2020</b>
		<ul style="list-style-type: none"> <li>Update the Industrial Training Report.</li> </ul>	<b>(W14-W15)</b> <b>3 -14 Jan 2021</b>
6	Visit by Faculty Supervisors	<ul style="list-style-type: none"> <li>Present during the visit and show the workplace to the supervisor.</li> </ul>	
7	Documents and mark submission	<ul style="list-style-type: none"> <li>Submit documents during the visit by the Faculty Supervisor                             <ol style="list-style-type: none"> <li>Log Book (with verification by organisation's supervisor)</li> <li>Industrial Training Performance Evaluation Form by student-ITS.</li> <li>Industrial Training Report to UTM supervisor with checklist and achievement form in Appendix.</li> </ol> </li> </ul>	<b>31 Jan 2021– 11 Feb 2021 (W18 – W19)</b>
	Mark Submission	<ul style="list-style-type: none"> <li>Deadline for faculty and organisation supervisors to submit marks and survey forms. Students need to remind their supervisors.</li> </ul>	<b>(W20)</b> <b>15 Feb 2021</b>
8	Completion of Industrial Training	<ul style="list-style-type: none"> <li>Student is required to complete the LI at the organisation.</li> </ul>	<b>(W20)</b> <b>18/19 Feb 2019</b>

Prepared By LI Committee, FC, UTM. May 2019