



**UNIVERSITI
TEKNOLOGI
MARA**

CAWANGAN DUNGUN, TERENGGANU

Fakulti Kejuruteraan Kimia

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INDUSTRIAL TRAINING SCOPE : GUIDELINES FOR SUPERVISOR

Preferably, by end of the training period our chemical engineering undergraduates should have covered the following aspects:

1. Introduction to the organization/company.
2. Exposure to work environment, briefing on manufacturing/production process flow (subject to nature of business/activities involved) or briefing on the department activities at which the student is being attached to.
3. Students are required to fill up the daily activities section in their training log book. Therefore, student should be given task/assignment relevant to chemical engineering aspects.
4. Example of tasks/assignments to be given to the student includes:
 - a) daily tasks/assignments
 - b) mini/short term project which may include data collection, lab analysis, troubleshooting, equipments performance evaluation/assessment, data analysis, R&D and other activities deemed relevant by the supervisor in charge.
5. Student should be allowed for a site visit (if any).
6. Presentation by the student for the project or task completed during or at the end of the training period is highly encouraged.
7. Discipline is very important and full attendance is compulsory. Supervisor should inform FKK industrial training coordinator should student fail to show up at training site without notice or proper documents.
8. We encourage the supervisor to help improve the students' soft skills eg: communication aspects, personality and engineer's attitude and professionalism.

The above are just guidelines. Supervisor at site is given full freedom to decide on the implementation of the training program based on the nature of your company/organization activities.

PANDUAN SKOP LATIHAN INDUSTRI UNTUK PENYELIA

1. Pengenalan kepada organisasi secara keseluruhan.
2. Pendedahan kepada persekitaran kerja, aliran proses (proses flow) jika berkenaan dan taklimat berkenaan skop tugas bahagian dimana pelajar ditempatkan.
3. Contoh tugas yang boleh diberi kepada pelajar termasuklah:
 - a) tugas harian
 - b) mini projek atau tugas khas (project / special task) sekurang- kurangnya sekali sepanjang tempoh latihan. Contoh mini project termasuklah pengumpulan data, makmal analisis, data analisis, penyelidikan dan lain-lain yang sesuai mengikut jenis operasi organisasi dimana pelajar ditempatkan.
4. Memberi peluang kepada pelajar mengikuti lawatan tapak (site visit) sekiranya ada.
5. Membuat pembentangan kerja (presentation) bagi tugas yang telah diselesaikan
6. Memberi penekanan terhadap hal-hal berkaitan sikap pelajar yang meliputi kedatangan (punctuality), disiplin serta interaksi antara pelajar dan staff.
7. Memberi tunjukajar dalam meningkatkan keupayaan "soft skills" mereka seperti keupayaan berkomunikasi dalam bahasa inggeris dan hal-hal lain berkaitan.