



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

FACULTY OF SOCIAL SCIENCES AND HUMANITIES
Educating and Humanising

QIU INDUSTRIAL TRAINING BRIEFING

SEM 1 2026 / 2027



QAIWAN
INTERNATIONAL UNIVERSITY

SHARPS
SCHOOL OF HUMAN RESOURCE DEVELOPMENT
& PSYCHOLOGY



1st Briefing

Students Info

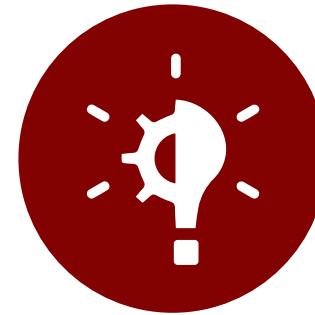
LI Application

Acceptance of offer

Subject Reg.

2nd Briefing

Briefing Objectives



The procedure of IT preparation.



The actions required for IT preparation.



The due date for each action/activity

Industrial Training Duration

20

WEEKS

13.9.2026 - 28.1.2027

Industrial Training Google Link



<https://drive.google.com/drive/folders/1k0YG6PVrBSsDrH05DhVPNnG8mjAKjp6d?usp=sharing>

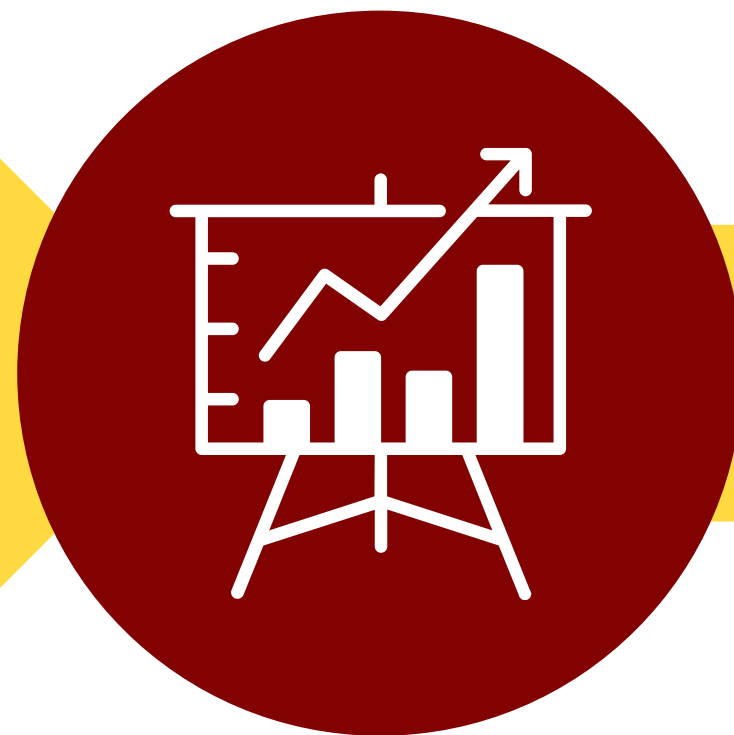


PART I: Industrial Training Process



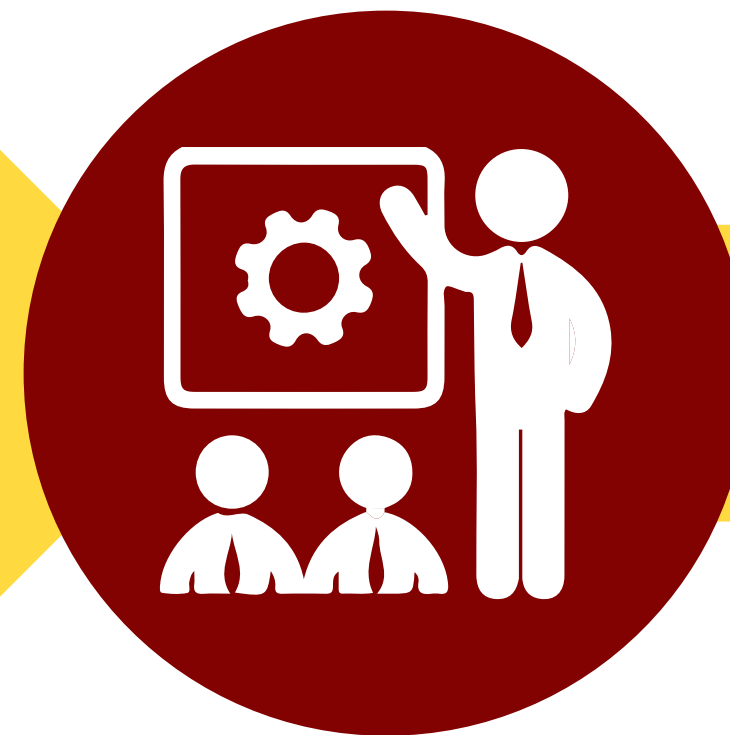
First Step

update your latest
telephone no & home
address using I. Students
Detail Form



Second Step

collect application letter
and share to max. 3
companies (together with
cv & cover letter)



Third Step

register new
company/branch OR
update P.I.C



Fourth Step

confirmation of placement
by responding to
application letter & email to
IT Coordinator

Students Information Update



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

INDUSTRIAL TRAINING: STUDENT'S DETAIL FORM

Name of Student	:	
Matric No.	:	
National ID/Passport No.	:	
Programme	:	
Industrial Training on	:	Semester 1 / 2 Session : 20 ____ / 20 ____
Permanent Address	:	

1st Briefing

Students Info

LI Application

Acceptance of offer

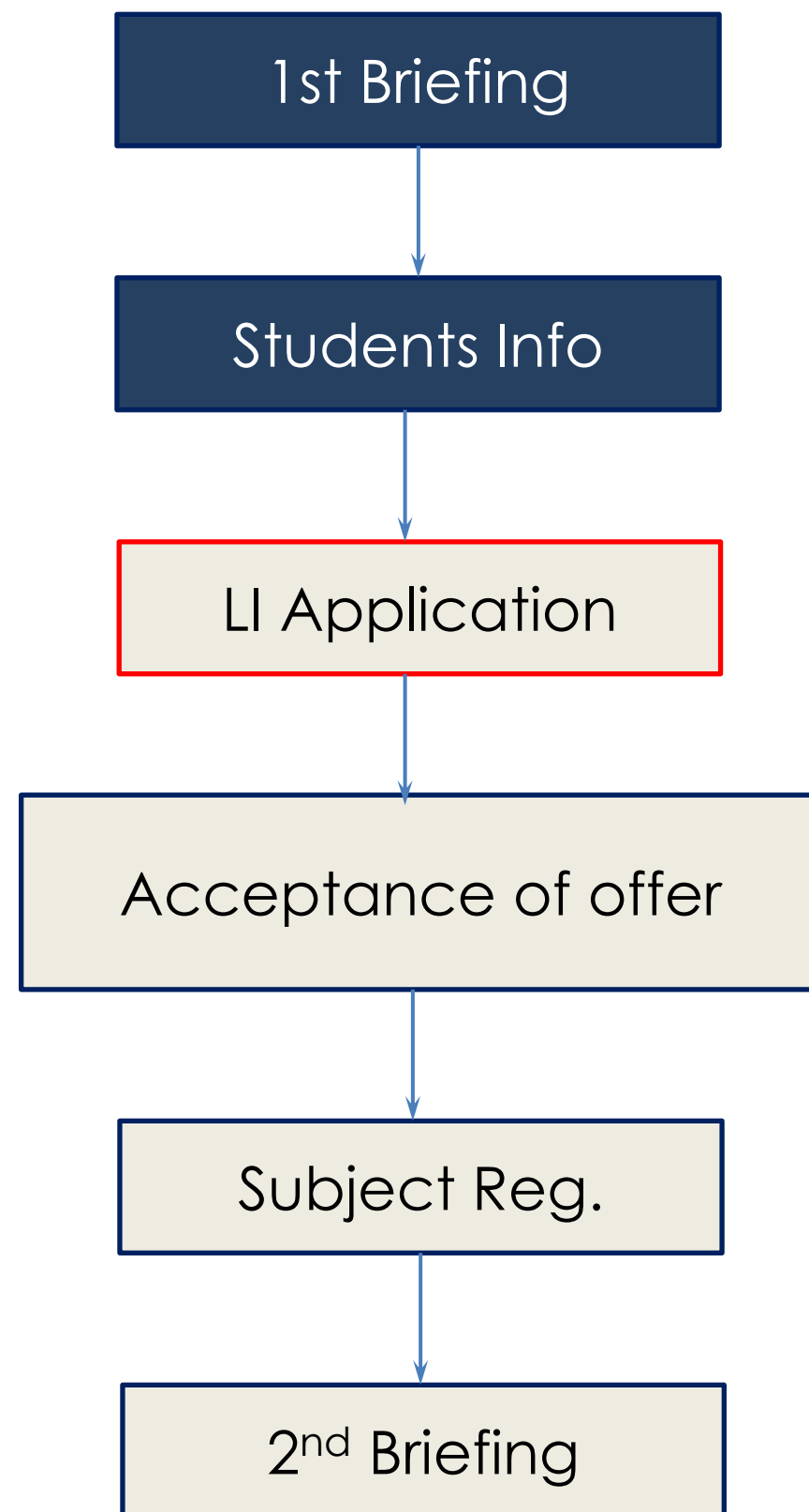
Subject Reg.

2nd Briefing

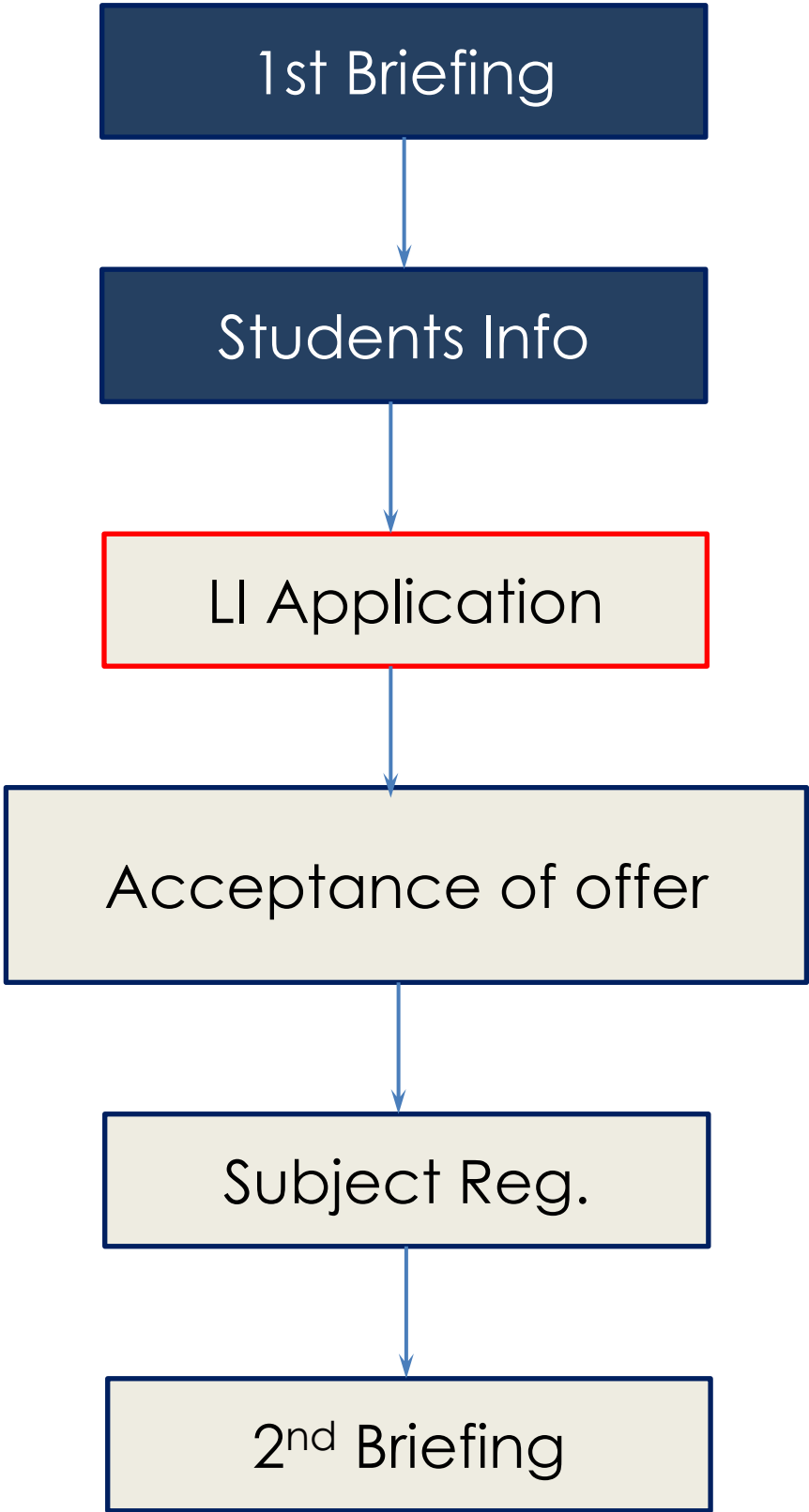
Placement Application

Students have to identify potential organizations.

1st Preference: Companies that offered LI placement to QIU's students in previous semesters – get the detail of the companies from LI Coordinators (if interested).



APPLICATION OF POTENTIAL COMPANY FOR INDUSTRIAL TRAINING FORM



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional
Continuing
Education
(SPACE)

APPLICATION OF POTENTIAL COMPANY FOR INDUSTRIAL TRAINING

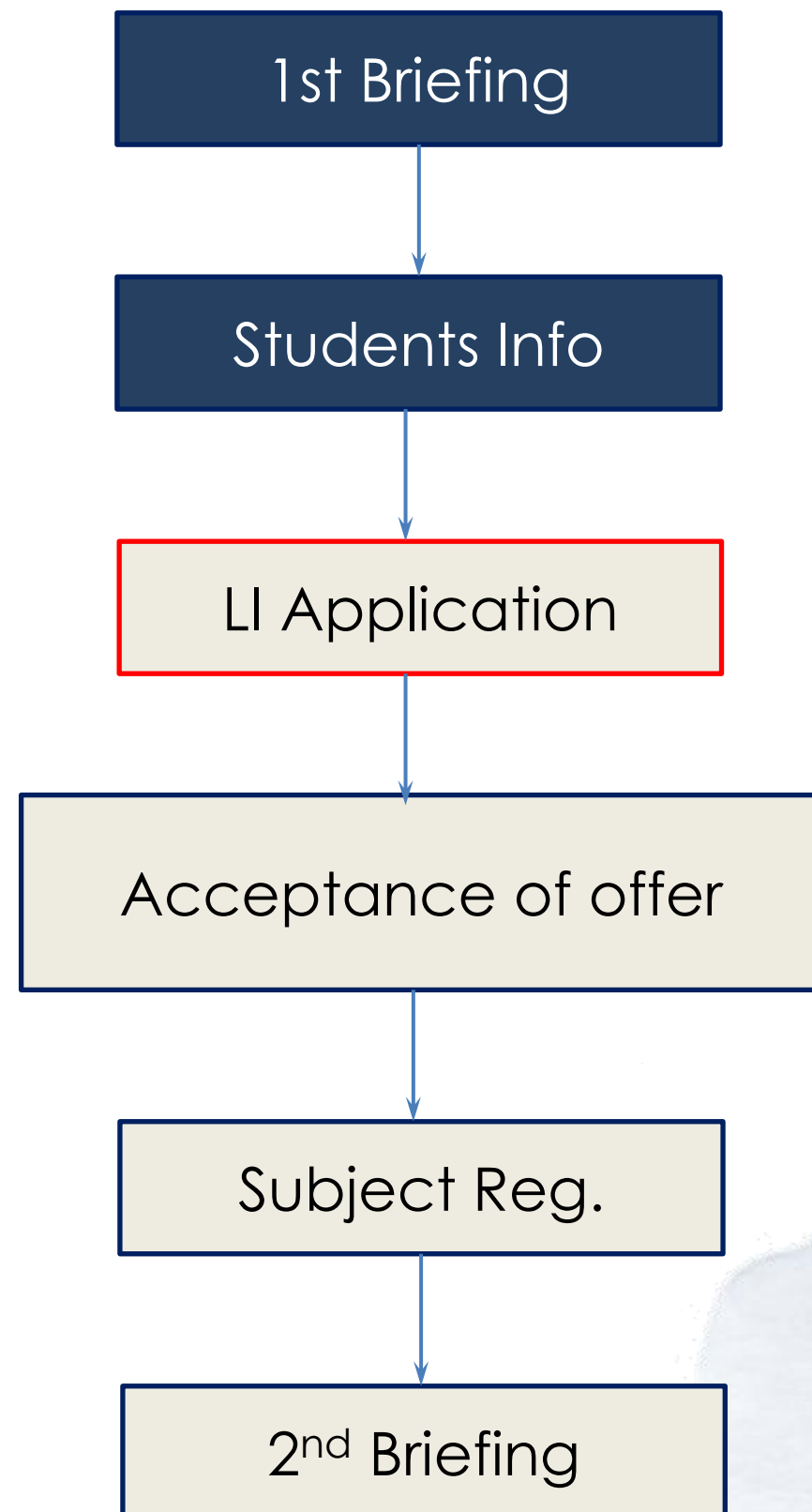
DATE : / /

APPLIER DETAILS		
1.	Coordinator's Name (QIU)	
2.	Faculty	
3.	Phone Number (Office)	
4.	Mobile Phone Number	
5.	Email	
6.	Programme	

COMPANY MAIN DETAILS		
1.	Company's Name	
2.	Registration Number (if any)	
3.	CEO's / GM's Name	
4.	Website (if any)	

Appreciate to apply
sooner possible

Placement Application



Students to:

- 1) Prepare resume/CV/cover letter and
 - 2) Collect **Application Letter from your Industrial Training Coordinator**
- **Submit applications directly** to the selected organizations.
 - Max. 3 letters

Repeat the process until at least one application is accepted.

Jane Franklin

Douglas-Kelly Professor of English

Address

University of Pennsylvania
Philadelphia, PA 19104, USA

Home Address:

713 N 4th St, Philadelphia, PA 19123, USA

Phone 267-861-5317

E-mail jane_franklin@gmail.com

LinkedIn linkedin.com/in/JaneFranklin

Twitter twitter.com/jane-marie-franklin

Proactive lecturer and researcher with 10+ years of experience teaching courses on undergraduate and postgraduate levels. Supervised 22 BA theses, 9 MA theses, and 2 PhD dissertations. Edited and co-authored 3 monographs on contemporary trends in drama and performative arts. Published over 30 articles in peer-reviewed journals.

Education

- 2000-08 - 2008-05 **University of Chicago, Chicago, IL, PhD in Comparative Literature**
The Department of Modern Languages
Thesis title: "The Lesbianism of Marcel Proust: An Analysis of the Traits of Female Queer Culture in In Search of Lost Time"
Thesis supervisor: Professor George Swan
- 1999-08 - 2000-05 **City University of New York, New York, NJ, MA in English**
The Department of English
Graduated summa cum laude
Thesis title: "Thom Gunn's Peculiar (Post)modernism: An Analysis of Gunn's Late Works in Comparison to the Ideas and Values of the Movement"
Thesis supervisor: Professor Anne Plath
Academic achievements:
• Dean's List 2000
• Awarded "Best Thesis in Modern Languages" 2000

1996-09 - 1999-07 **University of Oxford, Oxford, UK, BA in American Studies**

Professional Appointments

- 2014-07 - present **Douglas-Kelly Professor of English**
University of Pennsylvania, Philadelphia, PA
Taught a total of 18 undergraduate and 9 postgraduate courses, mainly focused on contemporary conceptual drama and performative arts, as well as experimental poetry and fiction. Supervised 12 MA theses. Member of the Postgraduate Studies Board from 2014 to 2017.
- 2008-08 - 2013-01 **Professor Assistant of English**
University of Chicago, Chicago, IL
Assisted in developing and executing core curriculum requirements for over 20 under- and postgraduate courses. Supervised 16 BA theses and 6 MA theses.

Books

- 2017-05 *The Rustle of Language*. New York: Hill and Wang
- 2013-07 *Sexual Politics in Post-2000 American Drama*. Woodstock and New York: The Overlook Press
- 2011-01 *The Man Who Fell Asleep: Structural Analysis of Narrative*. New York: W. W. Norton & Co.



Acceptance of Placement

Students are to fill-in the “Confirmation of Acceptance” (CA) Form and submit it to IT Coordinator.

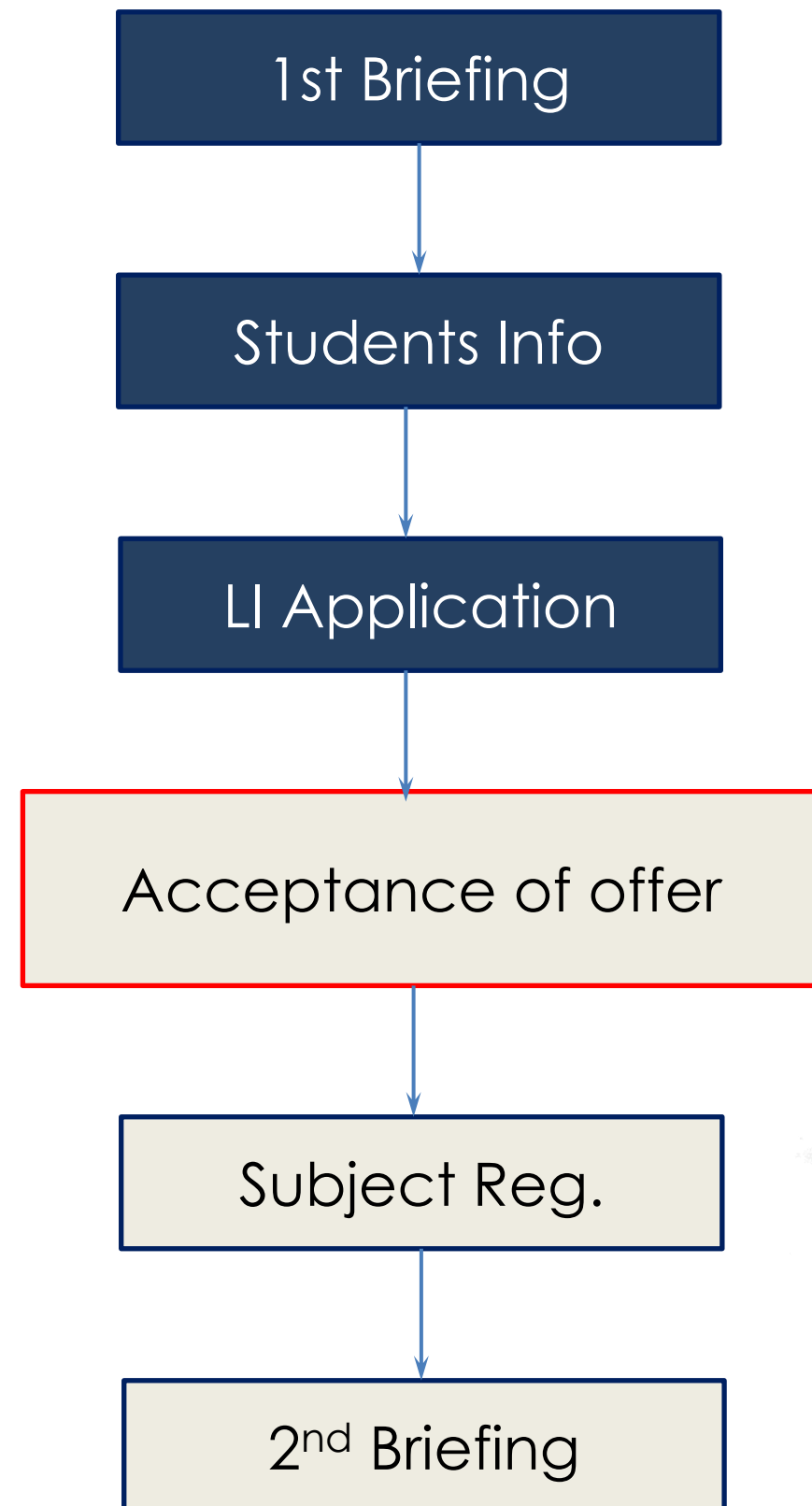
Attach a copy of the Offer/Acceptance letter from the organization.



INDUSTRIAL TRAINING: CONFIRMATION OF ACCEPTANCE

A. DETAIL OF STUDENT		
Name of Student	:	
Matric No.	:	
National ID/Passport No.	:	
Programme	:	
Industrial Training on	:	Semester 1 / 2 Session : 20 ____ / 20 ____
Email Address	:	
Mobile Phone No.	:	

B. DETAIL OF COMPANY		
Name of Company	:	
Address	:	



Before Week 10

Rejection of Placement



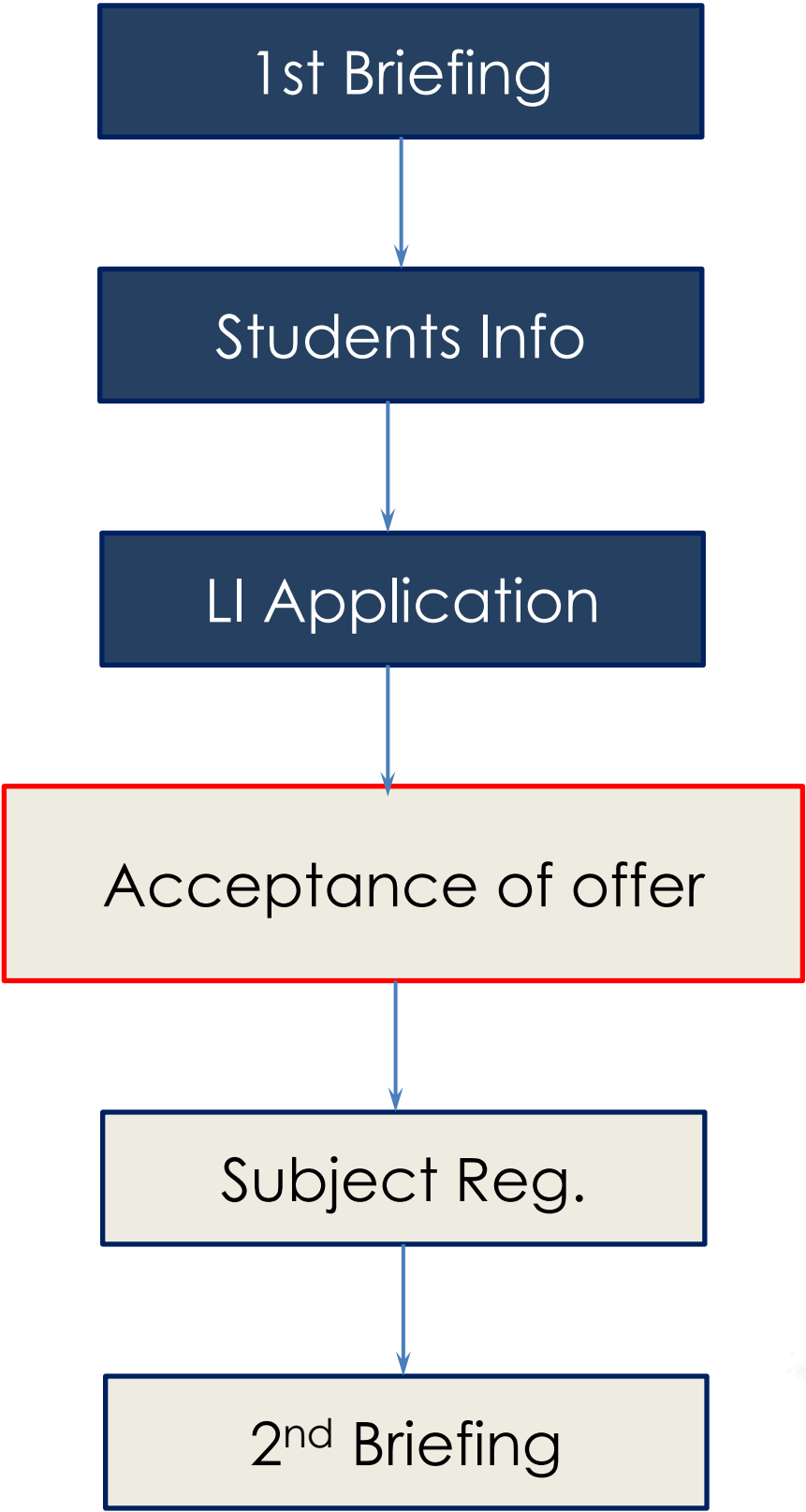
INDUSTRIAL TRAINING: REJECTED OFFER FORM

A. DETAIL OF STUDENT		
Name of Student	:	
Matric No.	:	
National ID/Passport No.	:	
Programme	:	
Industrial Training on	:	Semester 1 / 2 Session : 20 ____ / 20 ____
Email Address	:	
Mobile Phone No.	:	
Reason of Rejection	:	

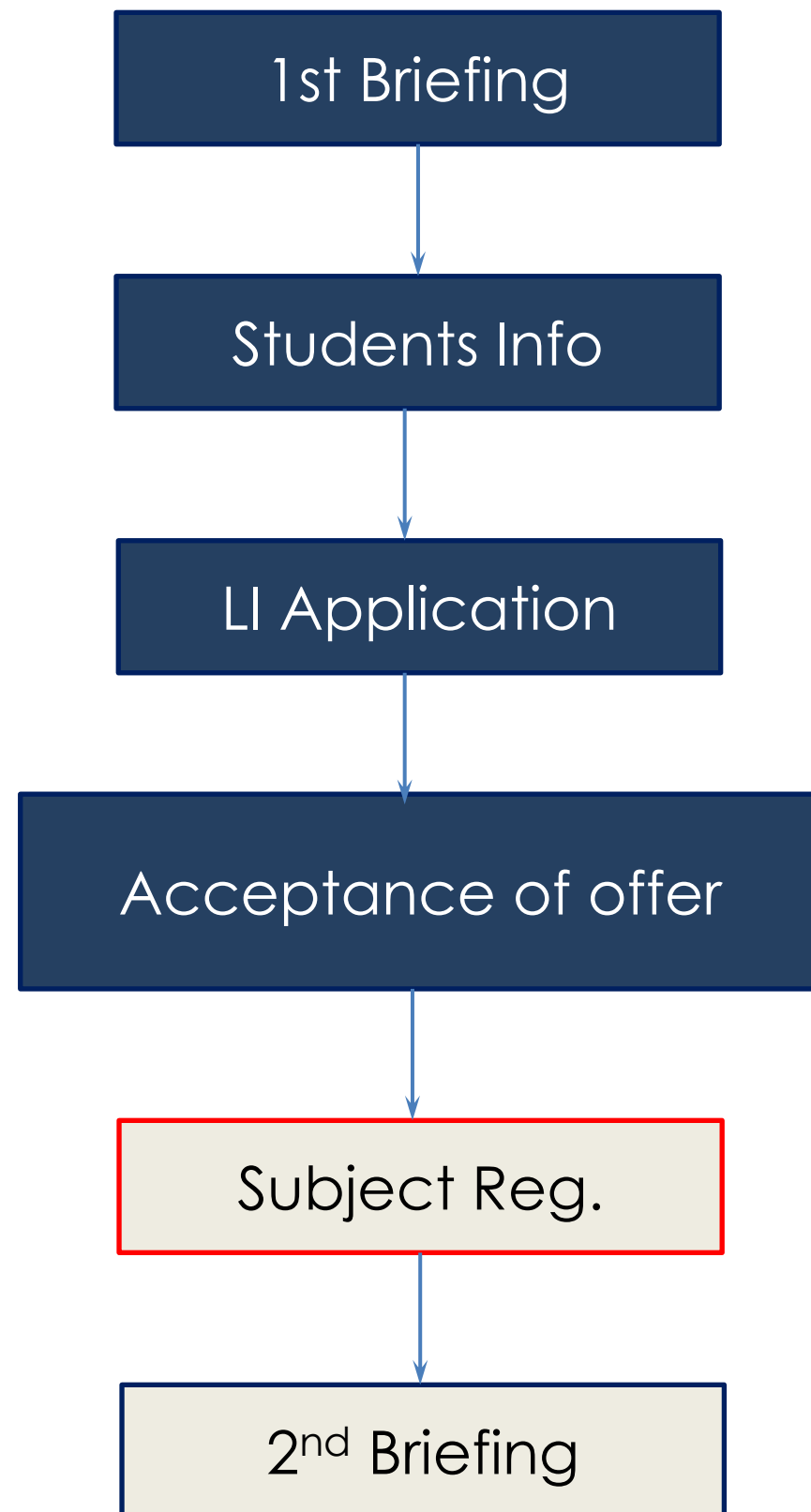
- If more than one offers received, students are required to pick one and **submit the rest of offer letters** to the School with "Rejected Offer Form".

- **Kindly also inform personally to the company on decline of offer earliest possible.**

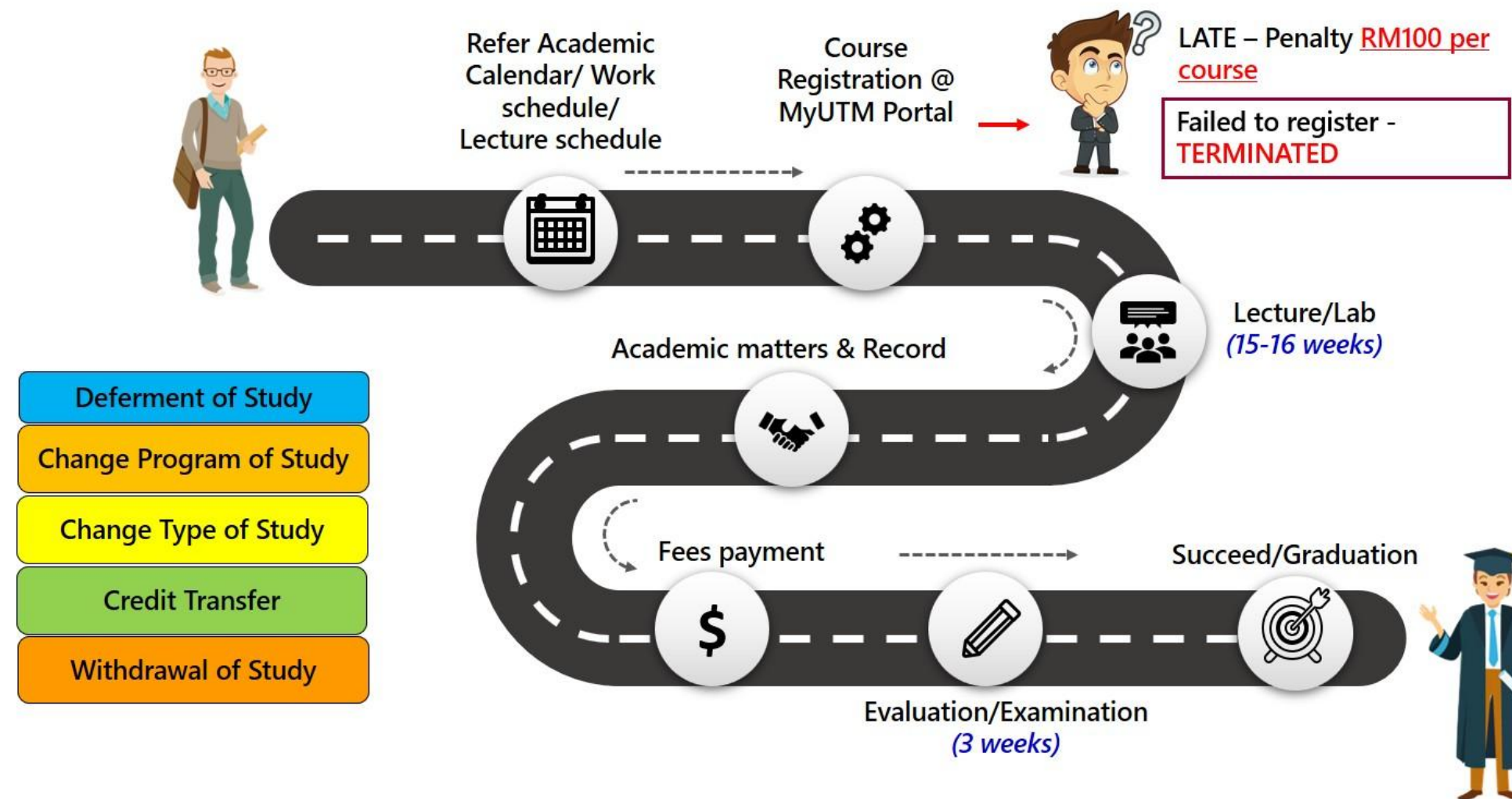
Before Week 10



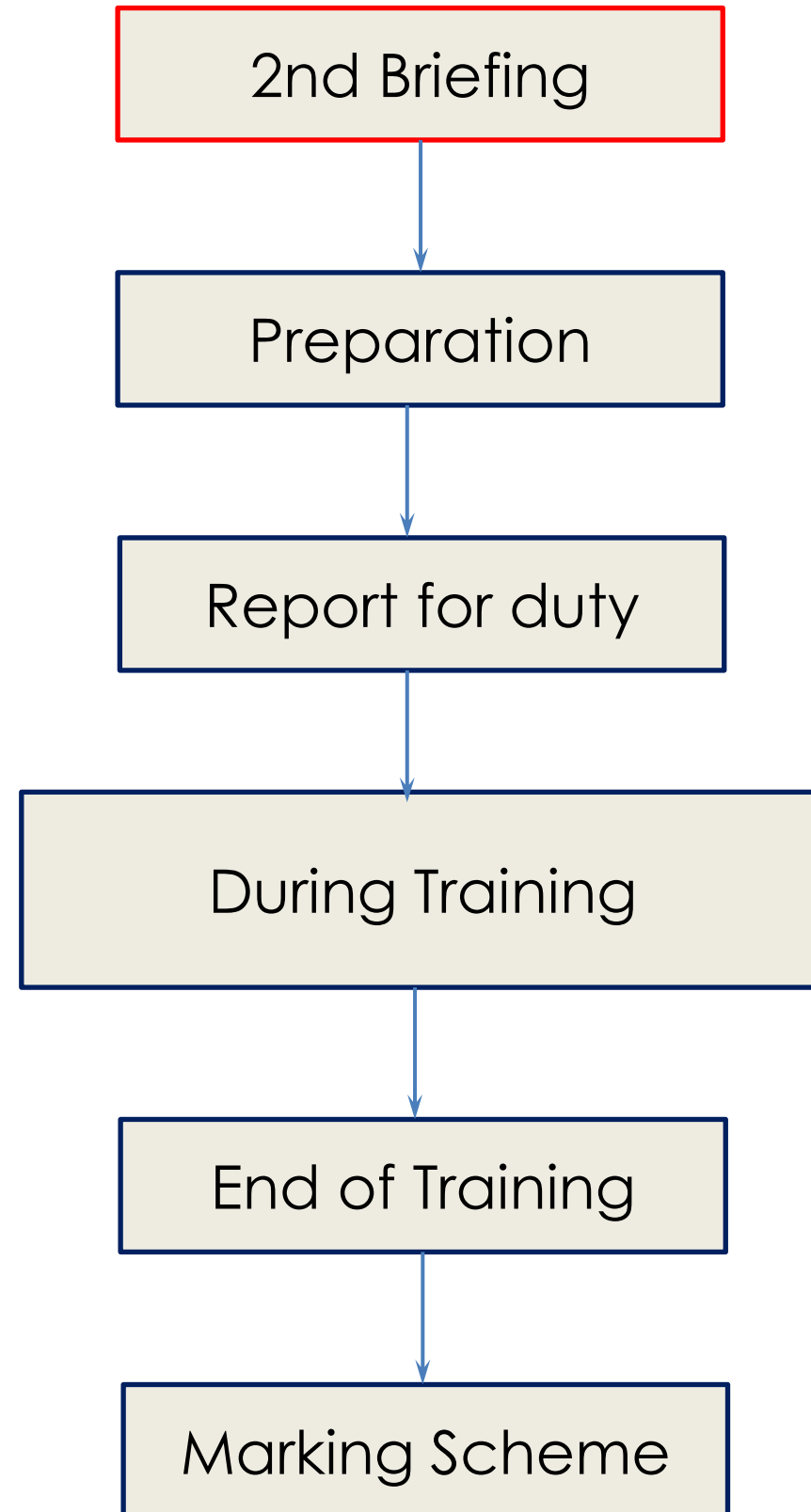
Course Registration (Week 13-14)



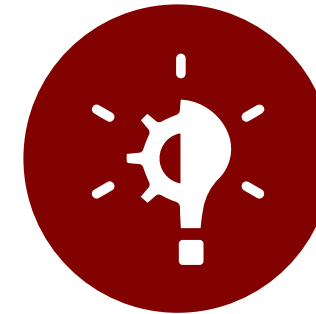
UTM STUDENT'S TIMELINE (every semester)



SHMR 4028 (Practical) & SHMR 4034 (Report)



Briefing Objectives



To prepare student for industrial training.



The actions required after report duty (duty verification > logbook > project > IT visit & oral presentation > report > exit form.



The due date for each action/activity.

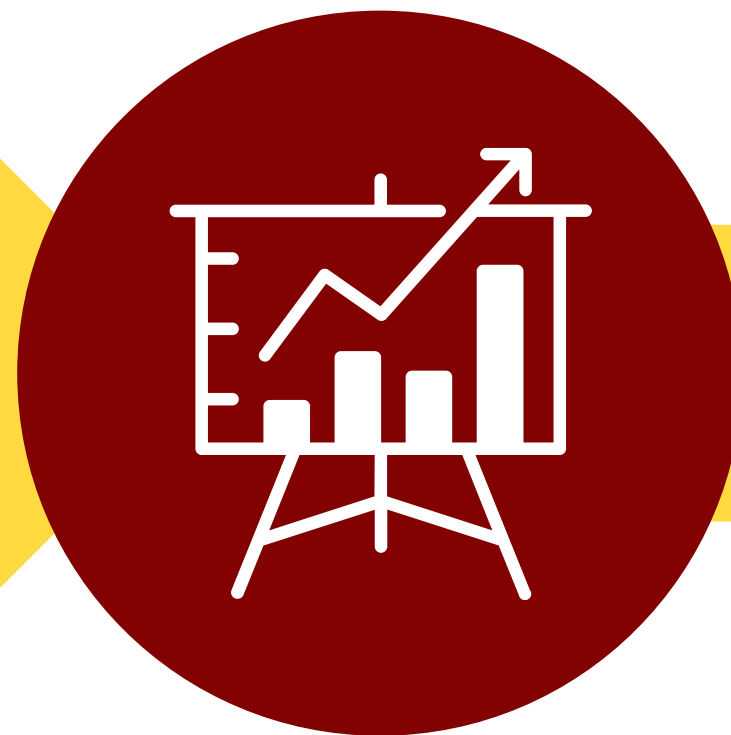
PART II: Industrial Training Process



First Step

FIRST DAY
REPORTING FORM

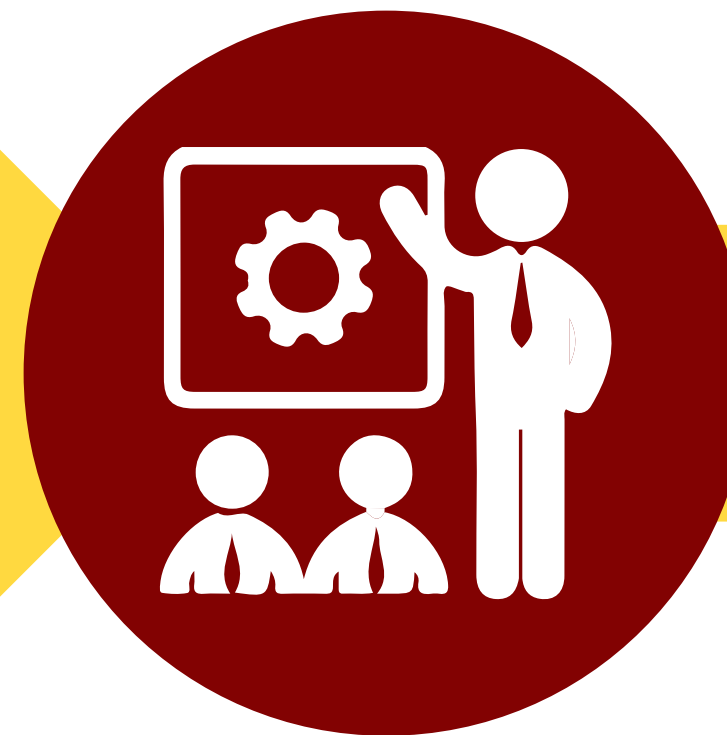
Within the first (1) week



Second Step

LOGBOOK
Daily, approve weekly

- IT PROJECT
1. Conducting (C)/
 2. Facilitating (F)/
 3. Evaluating (E)



Third Step

PHYSICAL INDUSTRIAL VISIT

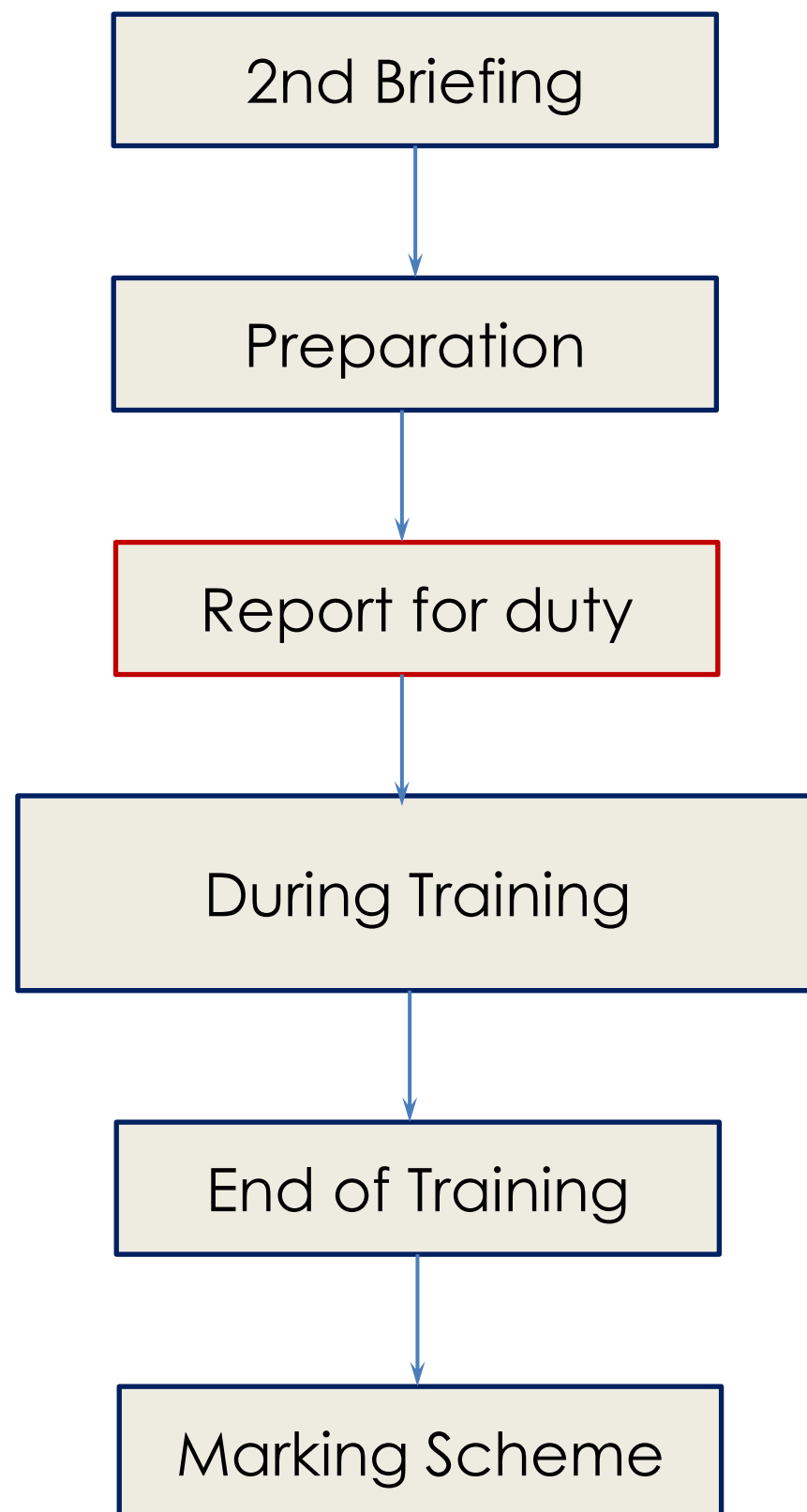
Within Week 15 – Week 17
30mins presentation



Fourth Step

PROJECT REPORT
Latest by Week 18

EXIT FORM
On the last day



FIRST STEP

Report Duty Form



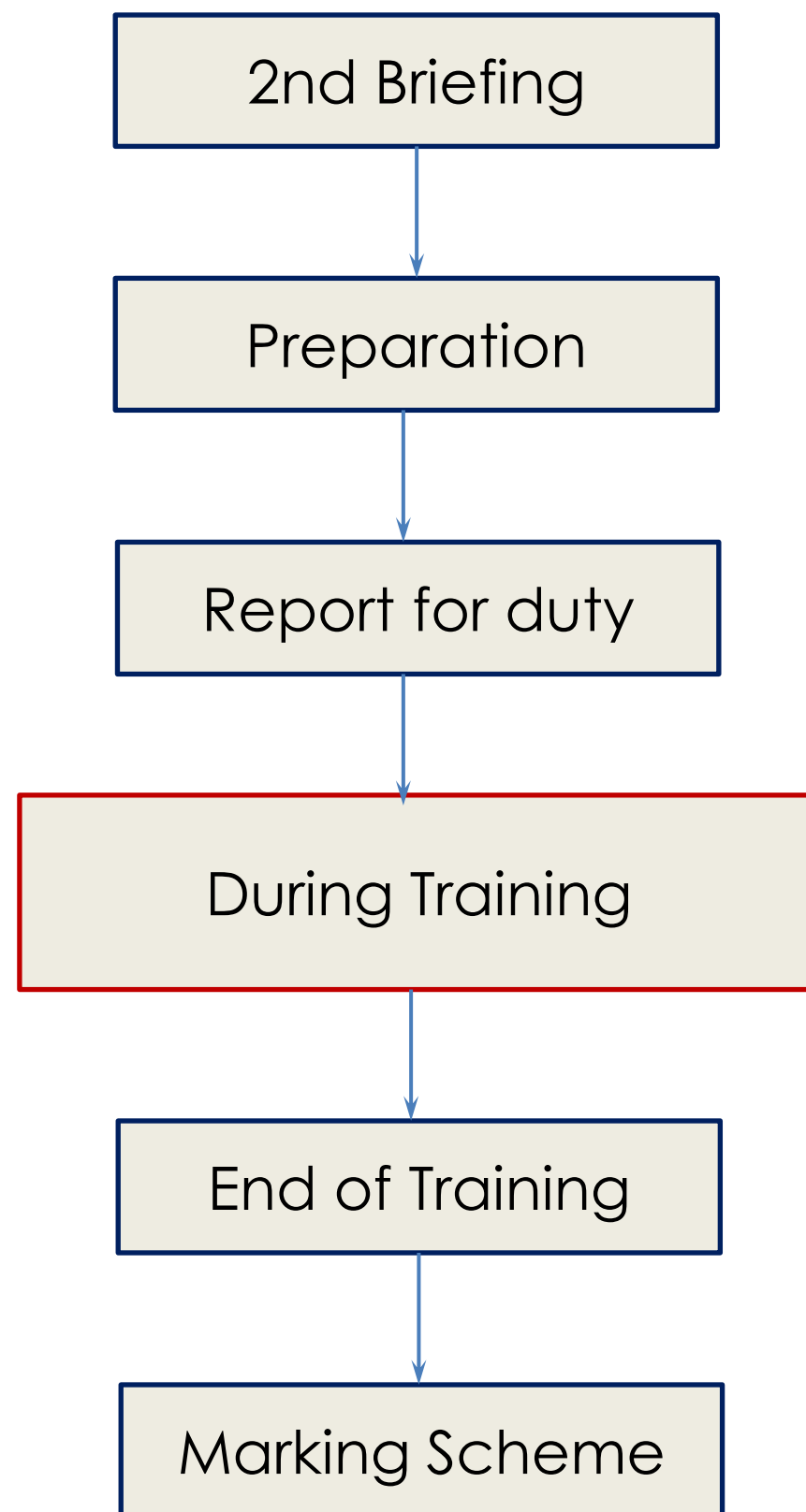
INDUSTRIAL TRAINING: REPORT DUTY FORM

A. DETAIL OF STUDENT		
Name of Student	:	
Matric No.	:	
National ID/Passport No.	:	
Programme	:	
Industrial Training on	:	Semester 1 / 2 Session : 20 ____ / 20 ____
Email Address	:	
Mobile Phone No.	:	

B. DETAIL OF COMPANY		
Name of Company	:	
Address	:	
Contact Person	:	
Position	:	

Reporting Form

Please check and ensure that the name and information of the company are correct (as this will appear in your transcript).



SECOND STEP

Logbook

- Students are required to report their daily tasks in the logbook (template in Excel).
- The logbook must be verified by the Industrial SV on a weekly basis.



INDUSTRIAL TRAINING
WEEKLY LOG BOOK



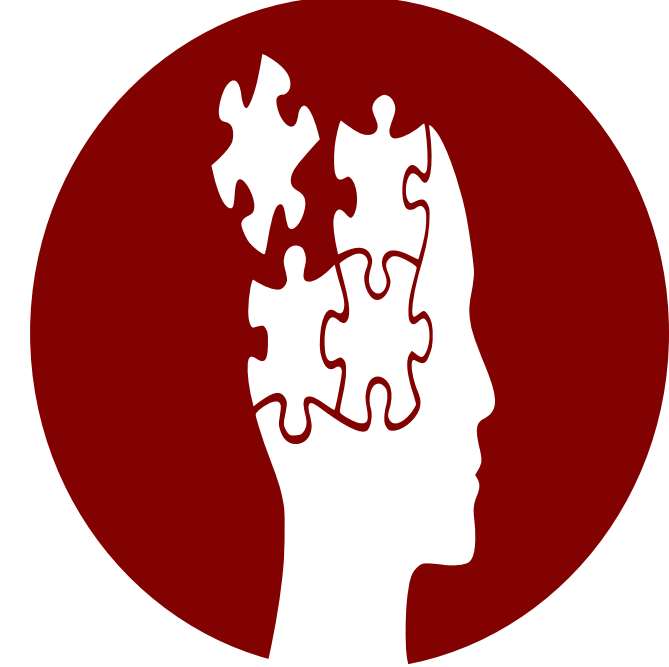
Student's Name	:	
Student's Matric No.	:	
Programme	:	SHMR - Bachelor of Science (Human Resource Development)
Placement/Company/Organization	:	
Industrial Supervisor's Name	:	
Industrial Supervisor's Email	:	
No. of Week	:	1
Duration	:	17/09/2023 - 01/02/2024

Day/Dates	Description of Tasks Completed	Remarks
SUNDAY 17-Sep-23	1	
	2	
	3	
	4	
	5	

SECOND STEP

Industrial Training Project

#Min. 30 participants



Guideline

The overall intention of Industrial Training is to transfer knowledge and skills acquired during your academic study program into practical capabilities required for successful performance in a career. Thus, it should be a learning experience for all students.

During the Industrial Training, students are allowed to choose any one (1) of these options:

OPTION		EXPLANATION
1	To conduct one training program in the organization	- Training should be conducted according to ADDIE model. - Report must be according to ADDIE model
2	To take part in the training program as a facilitator	- In addition to being a facilitator, you must act as an observer to the whole training program. - Report must be according to ADDIE model
3	To evaluate one training program that has been organized by the organization	- To collect data on training effectiveness – before and after the training. - Refer to Kirk Patrick's level 1-2. - To present your analysis in your report.

SECOND STEP

Industrial Training Project

ADDIE

ADDIE		OPTION
Analyze	Explain the problems that lead to the training or state any situation that triggers the needs to conduct the training.	1 & 2
Design	Summarize the design of the program including: - Program objectives - Learning outcomes - Duration - Modes of delivery	1 & 2
Develop	If you are a trainer , provide your training module and lesson plan that you created and developed for the said training. You may also include training material or handouts in your report.	1
	As a facilitator , you may include in your report any training materials that you are allowed to retain.	2
Implement	Explain the before, during and after process of a training program.	1 & 2
Evaluation	Conduct training effectiveness survey according to Kirk Patrick's Level 1-2.	1

Those who choose option 1 and 2, you are required to report your activities according to ADDIE model. ADDIE model is a systematic instructional design model consisting five phases: (1) Analysis; (2) Design; (3) Development; (4) Implementation; and (5) Evaluation. There are several versions of ADDIE model. For the purpose of reporting your activities during internship, the above are the guidelines on the ADDIE process.

Recommended Content

Follow these requirements carefully. We expect your report to display professional writing skills - good writing in professional format.

ITEM	REMARKS
Table of contents	
Introduction	- Objective of Industrial Training - Scope of Industrial Training - Summary of report
Background of Industry/Organizational	- Describe the background of the organization in which you performed your internship - Structure of the organization - Products and services
Description of your activities	- Describe the activities which you performed
Project information/training (specifically)	- This is according to the Option that you choose (1, 2 or 3) - For Option 1 and 2, you have to report according to ADDIE model - Option 3, must present the analysis of your training effectiveness survey (before and after training)
Conclusion	- Problems and recommendation - Summary of report
Reference	

THIRD STEP

Industrial Training Visit

- ✓ Should be conducted between **W15 - W17**
- ✓ Arrange the avail date & time for FSV & ISV
- ✓ You are required to prepare 30- minutes presentation and **record** the presentation (for the UTM Faculty Supervisor)
- ✓ Presentation must include, but not limited to:
 - i. Background of the company
 - ii. Logbook
 - iii. Training project progress & result
 - iv. Evidences





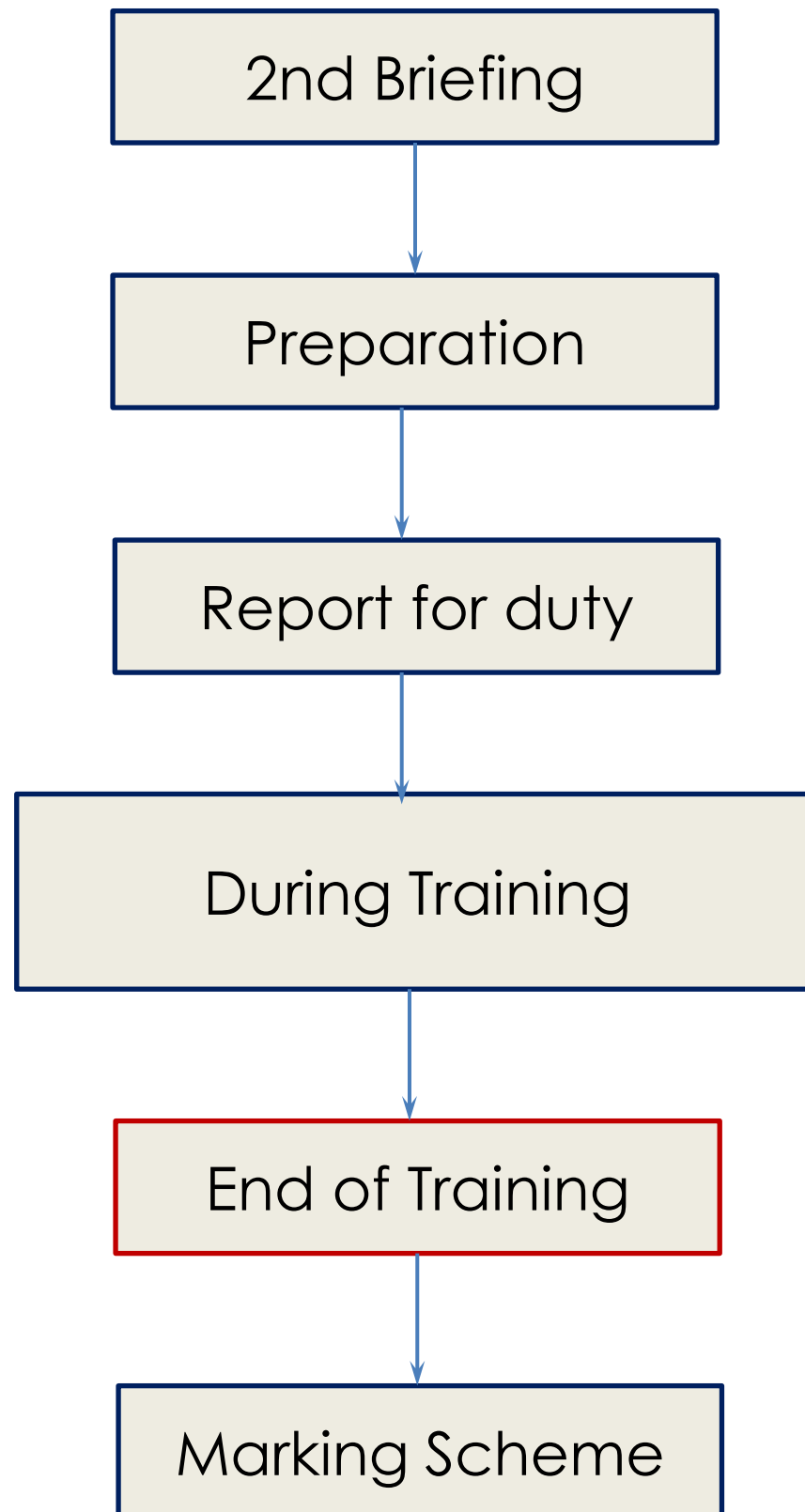
FOURTH STEP

Industrial Training Report

Submission of Report

All documents (Report & Logbook) must be received by your Internships Coordinator & Faculty Supervisors by **Week 18**

Email to Faculty SV & cc to your Internships Coordinator





FOURTH STEP

Exit Form

FORM LI-1



SHARPS
UNIVERSITI TEKNOLOGI MALAYSIA
81310 UTM, SKUDAI, JOHOR

Student Name: _____

I/C No. : _____

Company's Name: _____

This evaluation will be strictly confidential and for academic purposes only

STUDENT'S EXIT FORM

Please tick (/) according to your response

← Unsatisfactory
→ Excellent

1. Tasks Assigned	1	2	3	4	5	6	7	8	9	10
Comments : _____										

2. Supervisor	1	2	3	4	5	6	7	8	9	10
Comments : _____										

3. Peers / Colleagues	1	2	3	4	5	6	7	8	9	10
Comments : _____										

4. Facilities / Work Environment	1	2	3	4	5	6	7	8	9	10
Comments : _____										

5. Others (Please Specify)	1	2	3	4	5	6	7	8	9	10
Comments : _____										

Overall Comments: _____

Student's Signature: _____

Date : _____

Fill up the Exit Form and email it to your IT Coordinator by Week 20

IMPORTANT DATES



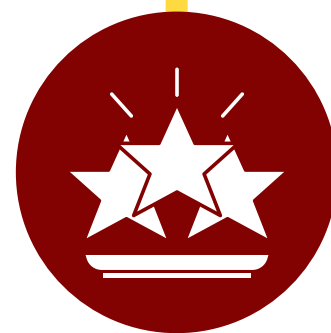
No	Details/documents	Action	Weeks	Dates	Remark
1.	Duty Verification	Student	Week 1	26/7 – 30/7	Email to IT Coordinator.
2.	FSV Discussion with ISV Oral Presentation *Task and responsibilities & project progress & discussions	FSV & ISV Student	Week 14-17	Start on 25/10 Latest by 19/11	Physical Visit by QIU FSV; recorded oral presentation will be shared to UTM FSV; UTM & QIU FSV needs to fill in the assessment form.
3.	Industrial Training Logbook Industrial Training Report	Student	Week 18	Latest by 26/11	Email to QIU FSV & IT Coordinator – UTM FSV.
4.	Industrial Training Evaluation form *Student must inform & remind their ISV	Industrial Supervisor	Week 19	Latest by 3/12	Industrial SV needs to assess and email to IT Coordinator.
5.	Evaluation forms: i) IT Logbook ii) IT Report & Oral Presentation	Faculty Supervisor	Week 19	Latest by 3/12	UTM & QIU Faculty SV needs to mark and submit to IT Coordinator.
6.	Exit Form	Student	Week 20	Latest by 10/12	Email to IT Coordinator.

Marking Scheme



SHMR4034 Industrial Training (Report)

- 1) Written Report (Magazine) – UTM & QIU Faculty SV 80%
- 2) Oral Presentation – UTM & QIU Faculty SV 20%



SHMR4028 Industrial Training (Practical)

- 1) Assessment Mark – Industrial SV 80%
- 2) Logbook – QIU Faculty SV 20%



Do & Don'ts During Industrial Training

1

Be Professional

- ✓ proper attire;
- ✓ punctuality;
- ✓ professionalism in com

2

Take Initiative

- ✓ volunteer for tasks;
- ✓ show your enthusiasm in problem-solving

3

Build Connections

- ✓ build positive relationships
- ✓ networking

4

Avoid Gossip or Negativity

5

Don't Miss Deadlines

- ✓ always plan your work effectively

6

Stay Off Your Phone

Don't Overlook SAFETY & Follow the UTM, QIU & company rules and regulations

13.0 Breaking the Rules: Industry/Organization

Students who have broken the rules of the industry/organization where they are undergoing training by damaging or tarnishing the reputation of the university will face disciplinary actions according to the provisions in the University and College Act, 1971, Procedures of Universiti Teknologi Malaysia (Student Conduct) 1999.

14.0 Conclusion

This Rules and Regulations Manual for the Industrial/Practical Training will be used to coordinate the administration of IT/IP for all faculties in UTM.

Don't Hesitate to Seek Help

Avoid trying to handle tasks beyond your capacity without assistance. It's better to ask for guidance than to deliver poor results.



Thank You

FOR YOUR ATTENTION

