



KOLEJ UNIVERSITI ISLAM ANTARABANGSA SELANGOR
الكلية الجامعية الإسلامية العالمية لسيلانجور
INTERNATIONAL ISLAMIC UNIVERSITY COLLEGE SELANGOR

GUIDELINES FOR INDUSTRIAL TRAINING REPORT

1. INTRODUCTION

The purpose of the Industrial Training is to provide exposure for the students on practical field. Through this exposure, students will have better understanding towards the real working environment. This training is part of the learning process. Due to that, the exposure that uplifts the knowledge and the experience of a student needs to be properly documented in a form of a report. Through this report, the experience gained can be delivered to their peers.

2. PURPOSE OF THE REPORT

- a. To record the training experience i.e. personal performance reflection.
- b. To see the implementation of the course in the industry.
- c. To summarize the students' experience.
- d. To train students to write effectively.

3. FORMAT OF REPORT

The report has to follow the format determined by the Faculty based on the guidelines below:

- a. The report must be written in English (**EXCEPT : Communication students**)
- b. Font size : 12 - point font size, Times New Roman.
- c. Pages : 30 – 50 pages (From Introduction to References)
- d. Line spacing : 1.5 spacing
- e. Margins : Top 1” Bottom 1.5”

- | | | | |
|-----------------------|---|---|------------------------|
| | | Left 1.5” | Right 1.5” |
| f. Heading | : | Chapter Heading | 14-point, bold, center |
| g. Page numbering | : | Every sheet of paper must be numbered. Small Roman numerals (i,ii,iii....) are used for pages before the introductory chapter. However, topic page is counted but not numbered. Therefore, the numeral ‘ii’ is the first number that will appear on the Acknowledgement Page, followed by Table of Contents. The page number must be centered to the page and must be placed at the bottom of the page. | |
| h. Front Cover Format | : | Please use light blue paper as the front cover. Students are advised to follow the format for the cover as shown in appendix. | |
| i. | | The report has to be properly bound with ‘staple and tape binding.’ | |

4. CONTENT OF REPORT

The report should be organized as follows:

- a. COVER AND TOPIC PAGE (**REFER APPENDIX B**)
- b. ACKNOWLEDGEMENT
- c. TABLE OF CONTENTS
This section of the report should consist of:
 - i. Titles
 - ii. Sub-titles
 - iii. Page numbers
- d. Introduction
(Brief description of the practical training undergo by the students. A general statement to express your intention/purpose of doing a practical training in that particular company)
- e. Company’s background
The students are required to include brief and concise description of the company/organization in which the student is undertaking the industrial training. The main items are:

- i. History
- ii. Title and position of the officer in responsible
- iii. Organizational chart

f. Summary of Duties

This section should be the detail description types of duty carried out during the training. The description may follow the types of works being given throughout the training period. Or students may also discuss the duties based on department rotation given. For example, student which undergone training under human resource department and experience sub-department rotation (training/payroll/human development/procedures and policies development/safety), may discuss the summary of duties based on each sub-department. WEEKLY SUMMARY IS STRICTLY PROHIBITED. STUDENTS WILL BE PENALIZED IF FAILED TO FOLLOW THIS REQUIREMENT.

g. Working Experience

In this section, the student must record the experience gained according to titles considered appropriate. For example, the main items are:

- i. Projects carried out
- ii. Special events
- iii. Problems Encountered & solved

h. Conclusion

Student should provide overall conclusion with regard to the industrial training undergone.

i. Recommendations

(Suggest further actions based on the conclusion, probably to solve the problems)

j. References

(Important resources that are used as references while preparing the report and a complete list of the titles of references concern must be included)

k. Appendixes

(Appendixes are additional information considered appropriate to support the main text)

APPENDIX A: CHAPTER HEADING

INTRODUCTION (*14 points, upper cases, bold center*)



1 enter

Text should begin at this point and must be fully justified.

APPENDIX B: FRONT PAGE & TOPIC FORMAT

***FIRST PAGE**

(KUIS EMBLEM)

INDUSTRIAL TRAINING REPORT

MDLS 3216

DIPLOMA IN ENGLISH LANGUAGE STUDIES

PREPARED BY:

ALI BIN ABU

144XXX

SESSION I, ACADEMIC YEAR 2015/2016

APPENDIX B: FRONT PAGE & TOPIC FORMAT

***SECOND PAGE**

INDUSTRIAL TRAINING REPORT

ORGANIZATIONAL SUPERVISOR:

(NAME)

ADDRESS:

(THE COMPANY'S ADDRESS)

KUIS SUPERVISOR:

(NAME)