

GUIDELINES TRAINING FINAL REPORT

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2.5 cm



**Academy of Contemporary Islamic Studies
(ACIS)**

INDUSTRIAL TRAINING REPORT

4.0 cm

2.5 cm

Prepared by:

Student's Name : _____

Student's Number : _____

Program : _____

Training Duration : _____

Advisor's Name : _____

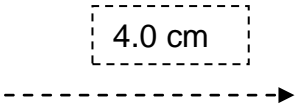
Supervisor's Name : _____

Name And Address : _____
Of The Organization/
Industry

2.5 cm

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INDUSTRIAL TRAINING REPORT

Cover page (*See the Example 1*)

Table of Contents (*See the Example 2*)

Only starting page numbers should be included. Section/Subsection headings have to match to the ones within the report. No sections/subsections should be missing.

1.0 INTRODUCTION (*at least 1 full page*)

- Objective of the training
- Why you have chosen this specific establishment
- Which expectations about the training you had before you started your training

Page number should start in this section

2.0 ESTABLISHMENT (*3-5 pages*)

- The activities of the establishment
- A short history
- Name of the departments (better if shown as an organization chart)
- Information about your department:
 - The name of employee
 - Their titles and responsibilities
 - Basic duties of the department
 - Brief information about the current projects
 - Interrelations with other departments

You should use your own words. We do not need any information from the establishment brochures or webpage. Students who are in the same establishment have to prepare this section individually. Otherwise it will be treated as COPY.

3.0 TRAINING

3.1 Duties During Training (*at least 5 pages, excluding figures and screen shots*)

- “everything” you have done during your training
- Projects you worked in
- What your duties and responsibilities were
- How you managed them, etc.

You should use long sentences instead of bulleted items or phrases while explaining your duties. Include all details about your work.

Do not include any source codes in this section. They should be placed as an Appendix. If necessary, you can include screen shots, but you have to explain each screen shot in details.

3.2 Training Experience (*at least 2 pages*)

- If you were given any in-firm training:
 - What they about
 - What you learn from them
- Brief discussion of new concepts you learned during your training (*Details should be included as an Appendix*)
- Comparison of School's Halal Programme and real Life
 - How your courses contributed to your industrial training
 - What principles, ideas or elements of the courses were helpful in the internship experience
 - Knowledge or concepts that you did not from your courses, but would have been useful to you during the internship
 - Any such material that you think should be included in the department curriculum

Section 3 is the most important part of your report. Please pay attention to it!

4.0 CONCLUSION (*at least 2 pages*)

- Evaluation of your training, in terms of:
 - Your duties and responsibilities
 - Working conditions
 - The activities and facilities of the establishment
- The problems you faced during your training
- Your opinions about your establishment:
 - Appropriateness of the establishment to your training expectations
 - Your observations about the strength and weakness of the establishment in the sector
 - Your suggestions

5.0 REFERENCES

List of sources

APPENDICES


- Source codes you have developed
- Documents, reports, brochures you have created
- Detailed information about the new concepts you learned during training

Please pay attention not to include any irrelevant documentation in this part. We are interested in documents created by you, not anybody else.

Note:

Remember that this is a general outline and the section headings are put to give you an idea. You may add other sections/subsections, if you like. However, keep in mind that sections with a single subsections is not meaningful.

FORMAT & APPEARANCE

- Copies** : One (1) original and one (1) photocopy of the report – both spiraled
: One (1) CD copy
- Cover** : Paper - 120 / 160 gsm
: Cyan colour 
- Paper** : Good quality A4 size paper.
: Original printed by laser or ink jet printer.
: All prints must appear on only one (1) side of page
- Margins** : Left margin - 4 cm
: Top & Bottom margin – 2.5 cm
: Right margin: 2.5 cm
- Page numbering** : At the bottom right of each page (1, 2, ...)
- Font** : Times New Roman, 12 pts / Arial, 11 pts (except headings)
- Headings** : Section and subsection headings must be numbered using the block-style multilevel format:
1.0 / 1.1 / 1.1.1
Section headings : UPPERCASE. Bold. 12 pts.
Left-aligned
Subsection headings : Title Case. Bold. 12 pts.
Left-aligned
(See the Example 3)
- Spacing** : Line spacing within a paragraph should be 1.5 lines.
: Space between paragraphs should be 6 points before and 6 points after each paragraph.
: Put a Page Break at the end of each section.
- Alignment** : Paragraphs should be justified to the side margins.
: No need for 1st line indent.
- Spell Check** : The document should be spell checked and free of spelling and grammar errors.
: There should be no blanks before, but one blank after the punctuation symbols.
- Table of Content** : Section headings - UPPERCASE. Bold.
: Subsection headings - Title Case. Indented. Regular.
: Page numbers - Right-aligned
: Dotted lines between subsections and the page numbers
(See the Example 2)
- References** : Refer to **Garis Panduan Penulisan Disertasi / Tesis Pasca Siswazah**, hal.36-63.
<http://acis.uitm.edu.my/v1/images/download/tesisacis.pdf>

IMPORTANT NOTICE:

TRAINEE WHO DID THEIR TRAINING AT THE SAME COMPANY CAN NOT PREPARE THE REPORT ALL TOGETHER!!! EVEN IF THEY WORKED IN THE SAME PROJECTS, EVERYBODY MUST PREPARE HIS/HER OWN REPORT BY HIM/HERSELF. OTHERWISE, IT WILL BE CONSIDERED BY COPY!

1.0 INTRODUCTION

The purpose of the Industrial Training is to provide exposure for the students on practical engineering fields. Through this exposure, students will have better understanding of engineering practice in general and sense of frequent and possible problems...

2.0 JABATAN KEMAJUAN ISLAM MALAYSIA (JAKIM)

Establishment of JAKIM begins with the National Council for Islamic religious affairs of Malaysia (MKI) in 1968 and its incorporation was approved by the Conference of rulers.

2.1 Jakim Halal Hub Division

The involvement of the Department of Islamic Development Malaysia (JAKIM) in providing confirmation of halal status for food products and consumer goods in this country began in 1974 when the Research Center, the ...

2.1.1 Latest Halal Certification

JAKIM will update the latest certification information for premises / companies that have been awarded the halal certificate by them. This will facilitate consumers in obtaining updated information on approved halal certifications...