



A . P . I . I . T
ASIA PACIFIC INSTITUTE OF
INFORMATION TECHNOLOGY

**INTERNSHIP
HANDBOOK
DINT002-4-2**

Contents

| | |
|--|----|
| Introduction..... | 1 |
| Internship Mechanism and Process Flow..... | 5 |
| Internship Process Flow Chart..... | 9 |
| Academic Supervisor’s Internship Handbook..... | 9 |
| Appendix 1 Internship Agreement Approval Form | 14 |
| Appendix 2 Cover Letter Template..... | 17 |
| Appendix 3 CV Template | 18 |
| Appendix 4 Internship Logbook Template | 21 |
| Appendix 5 Internship Logbook Cover Template | 22 |
| Appendix 6 Content Guidelines for Internship Report..... | 23 |
| Appendix 7 Internship Report Cover Template..... | 30 |
| Appendix 8 Internship Report Clearance Form..... | 31 |
| Appendix 9 Internship Student Feedback Form..... | 32 |
| Appendix 10 Internship Report Assessment Form..... | 34 |
| Appendix 11 Internship Visit Assessment Form..... | 37 |

Introduction

Internship Rationale

(Excerpt from Board of Engineers Malaysia)

Exposure to professional engineering practice is a key element in differentiating an engineering degree from an applied science degree. Although the status of Corporate or Professional Engineer requires a substantial period of experiential formation in industry after the completion of an accredited academic programme, it is clearly inadequate, over the first few critical years, for the student's perceptions of engineering to develop in complete isolation from the realities of practice.

Familiarity with all common engineering processes is essential and exposure at a practical level to a wide variety of processes is required at a level appropriate to young professional. Whilst it is clearly desirable for students to get a feel for the skills involved, the central aim is to achieve appreciation, not to acquire craft skills. Clearly, many of the latest processes and large scale or costly operations can only be the subject of observation or demonstration, and visits to engineering works may be helpful in many such cases. Industrial training is a key component of learning in an integrated academic curriculum.

Learning Outcomes

On successful completion of the Internship, students should be able to:

- Relate the knowledge obtained in the classroom in a real world environment. (C2, PLO1)
- Interpret the experiences in a working environment in relation to your area of study. (A5, PLO8)
- Practise professionalism in an organization under supervision. (A5, PLO10)
- Verify the technical aspects of the industrial experiences. (A5, PLO5)
- Perform evaluation of suitable tools and techniques used for well-defined engineering problem solving. (P4, PLO3)
- Exemplify professional engineering practices for societal, health, safety, legal and cultural responsibilities in developing solutions. (A5, PLO4)

List of Programme Outcomes Covered:

- PLO1 - Ability to demonstrate an understanding of the impact of engineering practices, taking into account the need for sustainable development.
- PLO3 - Ability to apply appropriate techniques, resources and engineering tools to well-defined engineering activities, with an awareness of the limitations.
- PLO4 - Ability to demonstrate interpersonal skills to function effectively in a diverse technical team with consideration for societal, health, safety, legal and cultural issues and consequent responsibilities.
- PLO5 - Ability to communicate effectively with the engineering community and society at large.
- PLO8 - Ability to recognise the need for professional development and to engage in independent and lifelong learning.
- PLO10 - Ability to demonstrate an understanding of professional ethics, responsibilities and norms of engineering practices.

Internship Period

As per the requirement of the Board of Engineers Malaysia, 2 weeks of Internship programme is equivalent to 1 credit and the minimum period of Internship is for a period of 8 weeks minimum. However at APIIT, the requirement is a **minimum of 8 weeks** as 8 credits is attached to this programme.

As per the requirement of the Board of Engineers Malaysia, the Internship will be offered **during the year-end break after their 6th Semester (Year 3)**. This means they could enrol degree upon returning from the Internship if they have fulfilled all requirements of the Examination Board. The start date of the Internship will be indicated in the Course Schedule when they progress into the 5th Semester.

Aims and Objectives of Internship

Interpersonal and Social Skills

This factor is concerned with gaining an appreciation of human relationship. It relates to such various abilities as working effectively as part of a team and as a member of a hierarchy; mixing with others including superiors, peers and subordinates; organising the work of others and exercising responsibility over them. Communication skills are also an important part of this factor, and include the ability to act tactfully, to present a case clearly, and to interpret the needs of others, whether articulated or implied.

Insight into the World of Work

This factor is concerned with the insight into the 'world of work' to be gained from an internship experience. It is about understanding the constraints of working life, as well as being aware of the functional relationships within and between organisations. An orientation toward work processes, the relationship of work to the rest of society, and an understanding of the realities of working life are all important elements of this factor.

Interrelationships of Theory and Practice

This factor is about relating theory to practice, and it describes how an internship offers practical experience of the application of theoretical concepts. It is concerned with appraising the usefulness of theory and academic knowledge at the practical level, as well as offering a context within which to integrate the practical and theoretical parts of an academic course. Typically, the Internship offers a well-defined experience, of which students are required to apply fundamental principles to approach systems, components or well-defined activities with no obvious or single solution. During internship, students will be able to practice the well-defined problem-solving method with appropriate consideration for public safety and health, cultural, societal and environment considerations.

Personal Development

This factor is about developing personal attributes like self-confidence, maturity and self-reliance. The ability to accept responsibility, to work effectively - especially under stress, and to build on previous knowledge and experience, all contribute to this factor.

Additional and Indirect Benefits of Internship

Various benefits arise from work experience in addition to those directly related to a training programme. Such benefits include opportunities for employment and recruitment course appraisal and review, and informed selection of course options and project work. It gives

university staff links to industry and commerce, and in return employers gain closer links to the educational sector. An Internship can provide fresh ideas and new experiences to all those who participate in it, such as meeting employers' short-term project needs.

Career Preparation

This factor is about the contribution of work experience makes to career development. Knowledge of potential careers and experience as well as the development of new areas of interest are important aspects of an internship. An insight into different careers and the opportunities for recruitment provided are other significant aspects of this factor.

Technical Development

This factor is concerned with the development of technical knowledge and expertise. It is about being involved in product innovation, construction and well-defined activities. It concerns perceiving the needs of a task accurately and knowing how to extract information quickly and effectively.

Type of Work During Internship

The structure of the internship is dependent on what work the employer requires. Our only proviso is that the work must be related to the student's course of study. Typically, the student may become part of a project team or work solo on a variety of projects. We would encourage organisations to contact the Internships unit when they have a role which may be suitable for one of our students, as we have a large number of awards which combine a variety of skills. Some of the most successful Internships from the perspective of the employer and student have been challenging projects that "stretch" the student and necessitate the use of well-defined engineering skills. However, it should be said that students do need some guidance and structured help during the Internship from the employer and University, particularly in the first few months of the Internship.

Support for Students

The Internships team are on hand to support the student along with the assigned Visit Tutor/University Supervisor. The student is encouraged to overcome any difficulties they may encounter themselves but the team are a support mechanism that is always available.

Support for Companies

As with the students, the Internships team wish to build a good relationship with the companies and will endeavour to support the facilitation of a successful Internship. A Internship work plan or project is discussed with the appointed Visit Tutor/University Supervisor from the University and the student's Industrial Mentor/Company Supervisor at work. Assessment is made both by the firm using a feedback form and via discussions during a Visit Tutor/University Supervisor visit(s) to the firm. The tutor checks that the student is performing and that there are no adverse personal issues.

Future Recruitment

A large number of employers' view the Internship as a potential induction period leading to a full-time role after graduation. Some of our students who have recently returned for the final year of the course are continuing their involvement with their Internship firms and are set to return as full time members of staff after graduation.

Remuneration

The Internship is normally a paid period of employment. The rate varies according to type, size and policy of industries. The rate is influenced by factors such as the worth of the work undertaken and location.

Employment Contract

The Internship conditions of employment will be derived from a contract drawn up between the firm and the student. A normal employment contract for short-term/temporary staff is adequate.

For any further information please contact the Internships unit:

Email: Internship@apu.edu.my

Internship Officers (IPOs)

Subhashini Gopal Krishnan

Email: subhashini@apu.edu.my

Internship Mechanism and Process Flow

A flow chart of Internship process is shown in Figure 1 and the descriptions of the Internship process are summarised as follows:

Briefing and Pre-Registration

The first briefing about the Internship will be conducted by the Internship coordinator in **Week 2 of 5th Semester**. At this point students are given the broad outline of the Internship and the high level briefing on using the APLink System. They will be generally briefed on what to expect during their Industrial Internship. This is to mentally prepare students that they will have to do Internship as well as plan their leaves accordingly. Upon completion of the briefing, students will be required to login into APLink for the Industrial Internship. Internship Support Letter will be issued by admin during the briefing session. An Internship Handbook will be shared to each student via MOODLE/TEAMS and students are advised to read and understand clearly the flow of the entire Internship process. The APLink User Guide is available on the system for students to understand the system. The template of CV and the sample of cover letter will be shared to students for the preparation of application documents. Students are expected to start off the job application on their own upon completing their CV and cover letter.

The second briefing will be held by the Internship coordinator in **Week 10th of 5th Semester**. The briefing is regarding the report format and the submission procedures. This session is more focussing on the Assessment and Grading Criteria. Students are also required to hand in all pre-Internship documents if the job status is confirmed. The pre-Internship documents are Internship Agreement/Approval Form (Appendix 1) and Letter of Offer (to be provided by the company). The mentioned documents are required to be submitted to admin at least a week before the Internship (exception is given to students who are doing Internship out of Malaysia where they are allowed to scan and email the verified copy to IPOs during the first week of Internship) for the assignment of academic/university supervisor.

Application, Interview and Selection

Subsequent to these pre-registration students are now ready to source and submit their Internship applications to their prospective employers of their choice. Students are responsible for their own application as University is playing role in providing guidance and advice on job application.

It is an important provision on Internship and requirement that will allow students to experience all the stages of searching and applying for jobs. Students must produce all the necessary evidence that they have tried and attempted to apply for jobs to three different employers and yet they are not able to get Internship from the employers. Samples of evidence of application are e-mail replies and written document.

With sufficient evidence presented by the student on the difficulties of getting Internship, the students could opt for the second part by seeking help from the IPO for the University Internship(UIP), IPO will try his/her best to look and select for its corporate/industry partners to assist and provide Internship for the students. Students who opted for UIP have no choice on the type of employer and location as IPO will finalize the internship.

Students are expected to attend job interview sessions during the application period for screening and selection by employers. Students will have to send the **CV, Application Cover Letter** and **APIIT Support Letter** to the applied company.

Students are encouraged to select companies within West Malaysia. However, international students may select companies (sourcing on their own) in their home countries.

Strictly, a student must do his/her Internship in one organization/company only. If you change your organization/ company in between your Industrial Internship, you will have to extend your Internship period again for a minimum of 8 weeks. You are not allowed to carry forward the Internship period that you have done in the other organization/ company as it will null and void once you resign from the organization/ company before you finish the Internship. In the case where you have completed more than 1 complete cycle (8 weeks) of Industrial Internship, only one Internship report is required for submission and usually the report only includes the first company details. You are allowed to work in different department/ field within the same organization/ company.

At this stage, students are expected to have their own Internship portfolios ready and available at any time. A copy of all documents used for applying for the Internship should be furnished to the Internship Officer who will file them in individual student files.

Internship, Confirmation, Approval & Orientation

Letter of Appointment/Letter of Offer given by the Host Company must be signed by students if they agreed to it. The Internship requires verification and confirmation from the IPO and approval from the School. Suitability of the job scopes will be confirmed by IPO by assessing the job scopes and requirements of the host company. Once the application for Internship is successful, the following actions must be carried out by students, IPO, School and Host Company:

If the students obtained the job through APLink, they must ensure that all steps are taken to ensure that the Internship is reflected on APLink

If the student obtained the job on their own (Outside of APLink) they must provide all their Internship details (Company Name, Contact Person Name & Email, Company Location) and upload the Letter of Offer on APLink

To forward a copy of Host Company **Letter of Appointment/Letter of Offer**, completed **Internship Agreement/Approval Form** (filled in by Host Company) to IPO for verification

IPO will contact and check the authenticity of the company and will immediately get the approval of the School for the said Internship;

With the approval by the School, IPO will then issue the Internship Handbook to both the host company and the student.

Host Company is to assign a supervisor and provide briefing to the Interns on the expectations, rules and regulations of the company. Interns will be treated just like any other employee in the company.

Interns to obey and follow all the regulations set by the Host Company

Reporting, Supervision and Maintaining Log Book

Reporting

Interns are required to report to the Host Company at the specified date and time. The Host Company will ensure that a Company Supervisor is assigned to the intern and proper briefing/orientation on the rules, regulations and policies are given to the intern.

Supervision.

Each intern will have two supervisors, one supervisor from the Host Company (external) and another one from the University (internal), the Company Supervisor will guide and provide feedback on the student's performance, its log book and Internship report during the period of Internship and University Supervisor (known as Visit Tutor) will assess the student's performance, its log book and Internship report during the period of Internship. The University Supervisor where possible will visit the interns during the Internship period. Only one visit will be conducted unless there is any special request made by the University or the Host Company. For international students who are on Internship in their home countries, a video conferencing or tele-conferencing is arranged to determine the performance of the intern.

Log Book

Log book refers to all forms of documentations and note takings of all the personal experiences, attendance report and reflections that the Interns had during the Internship period. It is an important evidence of the achievement gained at the workplace. Interns must record clearly the supplementary skills and knowledge gained during the Industrial Internship. Interns are expected to be organised in their work and be diligent in keeping their log books complete, signed by the supervisors and accurate for reporting and to be submitted on-time. The practice to use logbook to record industrial experience is in-line with BEM requirement.

Interns must record clearly jobs assigned, problems encountered, details of discussion and job accomplished during the Industrial Internship. Log books should be presented to and signed by the host Company Supervisor on a weekly basis. Interns are also required to submit a complete set of attendance record that has been approved or endorsed by the host company with company stamp (if any).

All signed log books should be submitted altogether with the final Internship Report in hard copy to IPO.

Portfolio Submission, Presentation, Evaluation and Grading

Portfolio Submission.

Once the required number of work-hours for Internship are met or the Internship appointment and Internship is completed, the intern is now on the last stage of his Internship by completing and submitting the needed Internship portfolios (including the report, log book, attendance records, presentation slides and CD-ROM) to both the School and IPO. It is a requirement for intern to report on well-defined engineering activities and how he/she solved it in the Technical Report.

IPO will check the completion of the portfolios submitted by the Interns, liaise with the employer and will provide clearance for the administration of Interns presentation, evaluation and grading by the School. Internship report portfolios must be submitted within the stipulated date and time. Late submission of any report is not allowed unless there is proof of extenuating circumstances.

Presentation.

Upon submission of all the Internship portfolios, each intern will do an Oral Presentation of Internship experiences for about 15 minutes to University Supervisor (i.e. Visit Tutor). This presentation is a summary of what student learned from the Industrial Internship, knowledge and skills acquired during the Industrial Internship. This will be done in the University once the submission of Internship report is done.

Evaluation, Assessment and Grading.

Interns performance would be evaluated, assessed and graded depending on the quality and completeness of the Internship portfolios submitted, report, logbook and feedback given by the Company Supervisor and University Supervisor (i.e. Visit Tutor), and finally on their individual Oral Presentation of their Internship experiences. The components of evaluation, assessment and grading are stated in the **Academic Supervisor's Internship Handbook**.

Internship Process Flow Chart

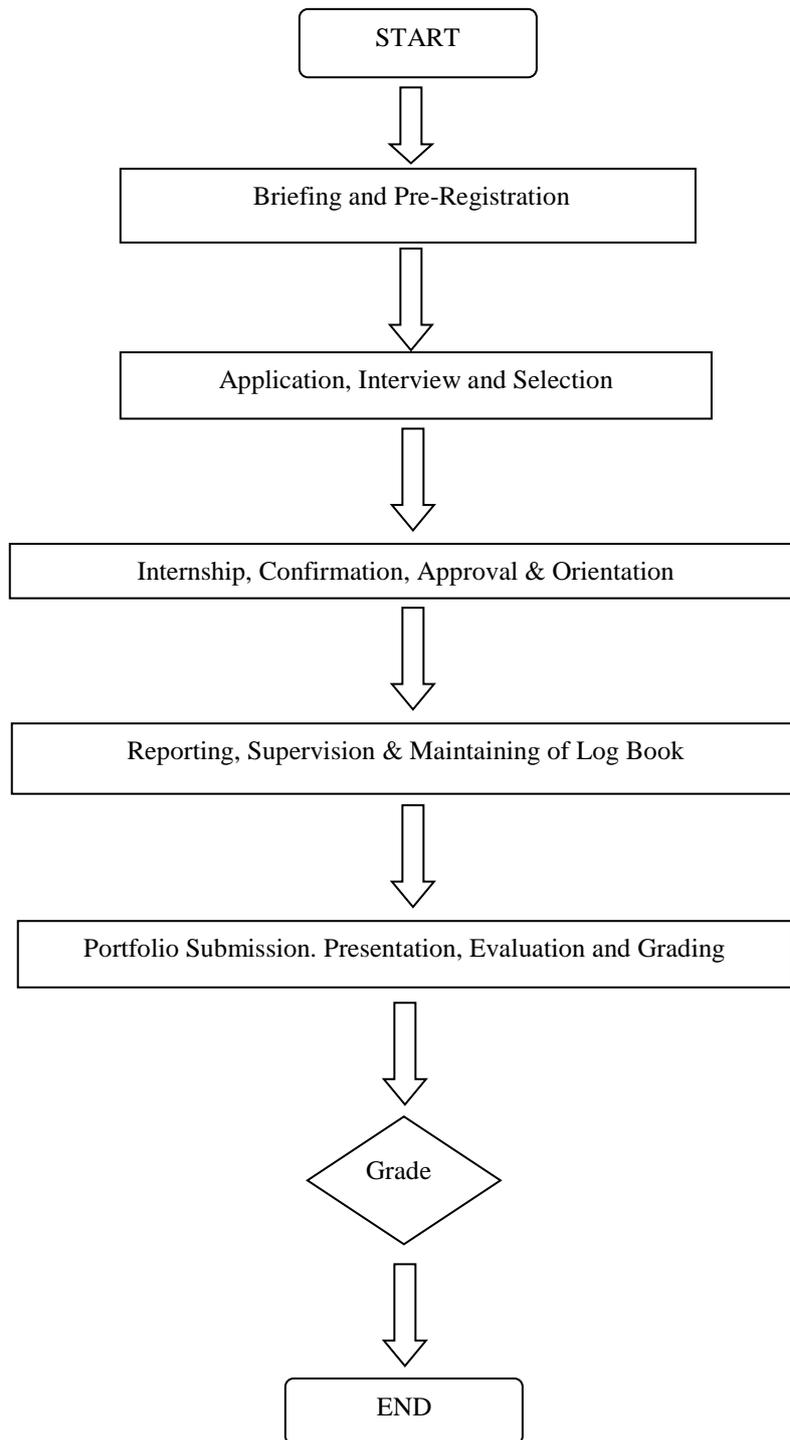


Figure 1: Internship Process Flow Chart

Academic Supervisor's Internship Handbook

Administrative Details

Student's Internship details will be forwarded to the assigned academic supervisor via email. This provides important information, including addresses and telephone numbers, which will enable the academic supervisor to contact the students. Please ensure that you establish contact with your students as soon as possible after receiving their details. Student particulars such as telephone number and email will be notified to the academic supervisor by Internship officer if info update is received from the student.

Student Conduct

As an employee of the organisation for which they will be working, the students will be expected to conduct themselves in a way consistent with the expectations of both the employer and the University. It is important that the student ascertains what normal practices exist within the organisation. i.e. use of e-mail, standard of dress code etc. In particular, they should maintain the same standards of time-keeping, and other working practices which permanent employees must comply to, especially in connection with professional and ethical protocol in relation to security and confidentiality of data and information.

Length of Internship Period

A Minimum of 8 weeks' internship is required. However, student is allowed to extend his/her Internship duration for more than 8 weeks, provided with the enrolment to degree is not affected.

Student Supervision

Throughout the Internship the student will be supervised by an industrial supervisor (usually the line manager). An email with the assigned students and industrial supervisor details will be sent to the academic supervisor before/during the first week of Industrial Internship. However, the process of assigning student to academic supervisor may be delayed due to the incompleteness of documents received from students.

Only one Internship visit is organised unless there is any special request made by the company or the academic supervisor, Academic supervisor is advised to communicate with students via email during their Internship period. The evidence of communication (emails) can be printed out and attach to the Internship report during marking. At least 2 emails for 8 weeks' Internship are required, i.e. first email is to establish contact with the industrial supervisor and second email is to discuss about the Internship visit with the industrial supervisor (for Internship company in Malaysia) or to email the industrial supervisor an assessment form for the assessment of student's performance (for overseas Internship company).

Health and Safety Issues

Employers have the primary duty to ensure the health and safety of Internship students during their employment. During the induction to the intern the following items should be included where appropriate: emergency procedures, safety policy received or location

known, location of first aid box, first aid arrangements, fire procedures, accident reporting, display screen equipment regulations, manual handling procedures, protective clothing arrangements, instruction on equipment to be used.

If there are any doubts over any of the above issues the Industrial Supervisor should be asked for clarification.

Work Expectations

It is hoped that the Internship proves to be an interesting and stimulating experience, which will provide a good basis for academic work in the final year of the course. Most jobs have their mundane aspects and students should bear in mind that routine tasks, which may not be particularly interesting or intellectually challenging, nevertheless have to be done and their timely and accurate completion could be very important.

If, however, a student feels that they are being asked to undertake an excessive amount of 'undemanding' work or, perhaps, are not being given enough work to keep them constructively occupied then they should take steps to rectify the situation. Often an informal discussion with the Industrial Supervisor will be all that is required.

It is most important that the student uses their own initiative to gain the widest possible experience of the "real world" aspects of their Internship by taking full advantage of all opportunities open to them, which will help with study in the final year and also with students' career development. In particular, student should proactively seek for opportunities to participate in well-defined engineering activities skills whenever possible.

Looking Ahead

In the final year of the course a core curriculum is augmented by a major project. It is quite likely that the Internship will help them, both to identify modules which are attractive to the student and also to generate ideas for the final year project.

It is recommended that, once they have settled in and are familiar with their working environment, they should keep a watchful eye open for any opportunity to identify an activity (an analysis, an investigation, a software requirement) related to their work which could form the basis for this project. There is no reason why the Industrial Supervisor should not be informed about this and in doing so may prompt some useful suggestions.

The Report

During the Internship period the student will be required to submit a report giving an account of the environment in which they have worked and a description of the activities in which they have been engaged. The production of this report will be regarded as an opportunity to demonstrate their written communication skills. The report is to be produced by the student alone. It is a good idea for the student to keep a diary or log of their activities from the start, as this will help them in constructing the report at a later date.

Assessment

The assessment of the Internship period is based upon the performance of the student in the workplace as perceived by the Industrial Supervisor, the performance of the student as perceived by the Academic Supervisor, and, oral presentation and the report marked by the Academic Supervisor.

Many aspects of the third year experience cannot be controlled as tightly as are the years spent within the University. There are many factors that could upset the progress normally to be expected from a year of real-life work in a business organisation, extreme examples being a company closure or industrial action. In such rare cases, assessors would need to use subjective judgment in awarding an appropriate mark for the year.

The assessment consists of four components:

The mark for the written report – 60%

The logbook – 10%

Oral presentation – 20%

Visit assessment – 10%

In the assessment process, factors as indicated below should be taken into account.

The Industrial Supervisor Component

How well the student fitted into his or her work situation.

The student's performance as a member of the team.

The student's ability in carrying out specified work.

The student's ability to meet deadlines and to organise his or her workload.

The Academic Supervisor's Assessment of the Report

An assessment of the student's report as a record of his or her employment experience.

An impression of the student's contribution to his or her employer, as conveyed by the report.

An assessment of the student's report as a professional communication document.

The Academic Supervisor's Assessment of the Internship Period

A perception of the student's contribution to his or her employer.

A perception of the student's technical ability and its application.

A perception of the student's personal organisation and professional behaviour.

Internship Referral

The form of referral of a failed Internship will be decided by the Award Board and will depend on the nature of the failure. It may, for example, take the form of a resubmitted report. In exceptional circumstances a student who has failed their Internship may be allowed to repeat the year once only. In such cases it will be the student's own responsibility to find an appropriate Internship in which to repeat the year.

Internship Templates, Documents and Forms (For the Usage of Students)



Appendix 1

Internship Agreement/Approval Form

*This Agreement outlines specific responsibilities and expectations accepted by:
(*Must be filled up by the industrial supervisor)*

STUDENT EMPLOYER

Company: _____

Supervisor Name/Title: _____

Company Street Address: _____

City, State: _____

Industrial Supervisor's Telephone Number: _____

Industrial Supervisor's Email: _____

Internship Student: _____

Student Position Title (in industry): _____

Student Address: _____

Student Email: _____

Student Phone: _____

This Internship provides a comprehensive training experience for the student by performing duties including:

A. Conditions of Employment

1. The student must be placed in technical/ engineering related areas and not administrative/ QC areas.

2. The Internship period will be for _____ months with a minimum average of allowances of RM _____ per month.
3. The Internship will begin on _____ (day/month/year) and will end on _____(day/month/year)
4. Benefits supplied by employer to employee:

5. Overtime wages (state conditions of)

B. Provisions of the Internship Program

The Employer Will:

1. Enable the student to gain experience in a variety of positions (jobs) within the firm.
2. Assign the student new responsibilities when the employer feels the student can handle them.
3. Collaborate with the University in evaluating the students learning experience.
4. Notify the Internship coordinator of any significant deficiencies in the student's performance.
5. Assure compliance with all applicable employment laws and regulations.

The Student Agrees to:

1. Perform assigned duties to the best of his/her ability.
2. Keep the employer's best interest in mind at all times and be punctual, dependable and loyal to the firm.
3. Follow directions, avoid unsafe acts, and be honest in all dealings with the employer and or customers.
4. Submit records and reports as required by either the employer or the University when due.
5. Ask for clarification if unsure of any procedure or expectation of either the employer or the University.
6. Keep the employer and the coordinator informed of any change in his/her program or intentions.
7. Send a follow up thank you letter to the employer upon completion of the Internship.

The University Agrees to:

1. Assist the student in securing on the job training related to his/her career goals.
2. Assist the student in times of need.
3. Work with the employer in developing training plans consistent with the student's career goals.

4. Report problems related to the Internship experience program to appropriate persons or officials.
5. Terminate this agreement if, after other appropriate investigation, no other mutually agreeable alternative is available.

Agreed to by: (Name, Date, Signature & Stamp)

1. Internship Employer Name and Signature: _____

Internship Employer Company Stamp: _____

Date: _____

2. Internship Student Name and Signature: _____

Date: _____

3. Internship Officer (APIIT) Name and Signature:

Date: _____

Appendix 2

Cover Letter Template

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am a Diploma student at Name University interested in pursuing a career in Electrical and Electronics Engineering. An Internship with your company would provide me with the opportunity to apply the knowledge learned in my first three years at Name University. I have researched XYZ Engineering Firm and your commitment to excellence and active involvement in the community are very important criteria to me when selecting a company.

In my first 1 years at Name University I excelled academically with an overall CGPA of 3.5/4.0 with a 3.80 in my major classes. I am a very dedicated, hardworking person hoping to make a difference. Recently, the Young Engineer's Club elected me President, which has given me the opportunity to strengthen my communication and leadership skills. My skills, knowledge and desire fit the company philosophy of XYZ Engineering Firm.

I hope we can further discuss my qualifications and how they might be utilized in an Internship with your company. If you would prefer, you can reach me at [Contact Number]. Thank you for your attention and consideration in this matter.

Sincerely,

[Signature]
[Your Name]

Appendix 3

CV Template

<<PICTURE>>, professional picture only

<<FULL NAME PER ID/PASSPORT>>

Contact Info

Address :
Telephone No. :
Mobile No. :
Email : (note use only email id with your name)

Personal Particulars

Age :
Date of Birth :
Nationality :
Gender :
Marital Status :
IC No/ Passport No. :
Permanent Residence :

Educational Background

Bachelor's Degree

Field of Study :
Major :
Institute/University :
Grade :
Graduation Date :

Diploma/ Equivalent

Field of Study :
Major :
Institute/University :
Grade :
Graduation Date :

Employment History

Company ABC Sdn Bhd

Position Title :
Position Level :
Specialization :

Industry :
Duration :

Work Description:**Company DEF Sdn Bhd**

Position Title :
Position Level :
Specialization :
Industry :
Duration :

Work Description:**Technical Skills**

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

| Skill | Years | Proficiency |
|---|-------|--------------|
| Web Design | >5 | Advanced |
| System & Business Requirements Analysis | >5 | Intermediate |
| Documentation, User Manual & Tutorial Preparation | 5 | Intermediate |
| Project Management & Coordination | 4 | Intermediate |
| Pre-Sales Consultancy | 3 | Intermediate |
| Portal & CMS Technology | 3 | Intermediate |
| Proposal, Presentation & Report Writing | 3 | Intermediate |
| User Support and Training | 3 | Intermediate |
| System, Modular & User Acceptance Testing | 2 | Intermediate |
| UI Engineering (HTML, JasperReport, Velocity) | 2 | Intermediate |

(Change according to your field)

Languages

(**Proficiency: 0=Poor - 10=Excellent**)

| Language | Spoken | Written |
|-----------------|--------|---------|
| Chinese | 10 | 8 |
| Bahasa Malaysia | 8 | 8 |
| English | 8 | 8 |

Additional Info

Availability :

Miscellaneous

Willing to Travel : Light (<25%)
Willing to Relocate : Will Consider
Possess Own Transport : No

Awards:

References

Minimum 2

Mr Jones

Relationship :
Position :
Tel :
Email :

Appendix 4
Internship Logbook Template

| |
|---|
| Week: _____ Start Date: _____ End Date: _____ |
| Objective of the activity: |
| Contents: |

(Record activity on a weekly basis: cover page is provided)

Appendix 5

ASIA PACIFIC INSTITUTE OF INFORMATION TECHNOLOGY



ENGINEERING INTERNSHIP LOGBOOK

Student Name:

Student ID No:

Intake:

Company Name:

Company Address:

Academics Supervisor:

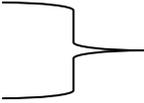
Start & End Date:

Appendix 6

Content Guidelines for Internship report

1. General Information

At the end of your training period you are required to produce:

- Your up-dated log book (hand-written)
 - A Summary Report
 - A Business Report
 - A Major Technical Report
- 
- Bind them together as one report which is known as Internship report.

The report should be bound using cover page provided by the University.

All reports should be signed and dated by the writer and his/her supervisor. This signature may be necessary to signify permission for the document to be released. This takes time and due allowance should be made for this.

You will need to make two copies of the report, one hard copy and one softcopy (CD) and hand them in to the Internships Office.

2. Points to consider when writing your Reports

- The format outlined in the following pages is described as a general format and provides general guidance on the content. Your Internship experience will determine the extent to which you have sufficient information to report on the issues suggested.
- Consult your tutor, on the precise format and extent of the report, as she/he will be able to give you more precise guidance in relation to the nature of your Internship.
- Consult your employer in relation to information on the broader aspects of the organisation and its activities.
- The Business Report is intended, as with your Technical Report to be completed during your Industrial Internship. Your Technical Report

may require security clearance; this can take up to six weeks or even longer, so start your project as soon as you start your Internship.

3. Log Book

During your Internship, the log book should be written at regular intervals (on a weekly basis). The pages should be numbered and an index included. All reference material such as published leaflets, maker's codes, computer programmes and print-outs, etc., should be kept separately as Appendices. When appropriate, sketches should be used where these amplify and add to the written matter. [The logbook is to](#)

be bound together with the Internship report. Both original or photocopy (if student would like to keep the original copy for future usage) can be accepted. Proof of attendance should also be attached at the last page of logbook as it is evidence to shows student has completed the required duration of Internship. The proof of attendance should be verified and stamped by the company and it can be one of the following forms:

- Certificate of Completion
- Certificate of Appreciation
- Commendation Letter
- Letter of Completion
- Attendance Record (attendance print-out or punched card photocopy verified by the industrial supervisor)

Summary Report

1. Cover Sheet for the Summary Report

The cover sheet for this report should be as follows:

Name

Intake

Programme

Industrial Period

Company/Establishment

Purpose of Reports

During your Internship you learn from the experience of working in the world of reality rather than in the theoretical academic environment. In this report you are asked to summarise your work experiences and your perception of professional skills and competences acquired and development during your Internship. This Summary Report, together with your Technical and Business Report will form the basis for discussion during your oral presentation.

2. **Guidance Notes on how to complete the Summary Report**

Student should provide an overall discussion in this section and arrive at a conclusion with regards to the industrial training undergone.

- The Summary Report should be of 600 words length approximately.
- The report should be typed for preference; if not typed then written neatly in black ink.
- Describe in not more than 300 words the nature of the work you have performed during your industrial Internship.
- Comment in not more than 300 words, on the value of your Internship in developing and extending your professional skills and competencies. Consider the following points:
 - (i) Application of relevant technological/engineering principles - both those already known to you and new knowledge you had to acquire.
 - (ii) Well-defined engineering activities, i.e. the need to exercise initiative/imagination/creativity and make judgement to arrive at solution utilising fundamental principles and concepts.
 - (iii) Exercising self-motivation;
 - (iv) Exercising interpersonal skills especially in communication;
 - (v) Acquiring an awareness of commercial and social needs and cost effectiveness.

Business Report

1. **Introduction**

A brief and concise description of the company/organization in which you are undertaking the industrial training. You are required to produce a report based upon a business and financial appraisal of the company organisation in which you are working. The report should be approximately 1000 -1500 words in length, though this may be supplemented by the use of diagrams, flow charts and/or tables of data where appropriate. The overall aims is to encourage a wider and more detailed understanding of the financial and organisational structure of your own organisation and of its Internship within a broader local, national and where appropriate international, industrial environment.

2. **Objectives of the Report**

- To illustrate your general understanding of the organisation in which you are working - products, markets and competitors.

- To recognise the main areas of activities and how these have developed.
- To develop an understanding of the organisational structure, the main functions in the organisation, the role they play in the organisation, and how the organisation structure welds these functions together.
- To analyse the general nature of communications within the organisation, both across different functions, and within individual functions.
- To analyse specifically the operation of the particular function/department with which you are employed and to recognise the contribution this makes to the organisation as a whole.
- To assess the source of funding and financial standing of your Internship organisation and of the functional area/department in which you work.

3. Format and Content of the Report

- **Introduction**

Brief introduction to the organisation and the specific area of your involvement

- **The Organisation**

The organisation, its historical development and general range of activities.

The products/services provided by the organisation.

The general objectives of the organisation in relation to its customers and employees.

The overall structure of the organisation; the different division, departments or sections and the role they perform.

The geographic distribution of the organisation activities.

- **The Environment**

The general nature of the markets that the organisation operates within.

The nature of competition within these markets.

The effects of technology within the market, and how the company responds to this.

Details of any particular constraints or issues within the environment, which influence the organisation.

- **The Functions**

Outlines of the organisation structure of the functional area in which you are employed. The main Departments/Sections of the function and brief details of the role they perform and the contribution they make to the effective running of the Department.

- **The Department/Section**

Details of the work/activities of the Department or Section within the organisation in which you are placed and how your specific activity contributes to this.

- **Communications/Information Technology**

Details of the main methods of communication used in the organisation, in relation to reports, instructions, procedures etc.

The distinction between formal and informal communications within the organisation and its departments.

The ways in which the organisation is using formation technology to aid its work and communication, i.e. the use of micros, mini or mainframe computers in the provision of appropriate Management Information Systems and in the use of CAD/CAM and/or CAPM.

- **Financial Structure (only if allowed by company)**

Details of the sources of capital and methods of funding and financial planning and control exercised within your Internship organisation.

An indication of the degree of effectiveness achieved in financial planning and control, including the control of individual projects.

An indication of the market share of your organisation.

Technical Report

1. Guidance Notes on how to complete the Technical Report

This report should be 3000 – 4500 words in length and a detailed description of an aspect of work you have been doing.

This report should be structured. There should be a definite title, a summary, an index, an introduction and chapters, which show a logical development, finishing with a conclusion. Remember that a Technical Report should be succinct but nevertheless,

convey all the essential details of the project being described and discussed. A report, which is too long, will be criticised as much as one, which is too short.

There is usually plenty of scope for writing a suitable and representative report on some aspect of the work you have been doing. If you have been working on a specific project in either research, then this will provide the obvious subject of the report. If your work has been more general (for you have moved from one Department to another), then a critical appraisal of the firm as a whole or its products or a particular department within the firm could form the basis of the report.

You are required to highlight the well-defined engineering activities (refer to Appendix 18) that you participated in. It is important to describe the nature of these activities and how you arrived at the solution or produce a system, component or well-defined activities by utilising fundamental principles and concepts.

2. Contents of the Technical Report

- Introduction (summarise the technical nature of your work)
- Title of Project/Task (you may include several projects and tasks as deemed appropriate)
 - Brief (overview of the project/task and highlight well-defined engineering activities)
 - Solutions (highlight how you arrive at the solution using fundamental principles and concepts)
 - Results

Format of Report and Comb Bound Layout

A wide variety of working environments make it difficult to lay down a set format, but the following may be used as a model

(A) Internship Report

Cover Page (Appendix 7)

Internship/Internship Report Clearance Form (Appendix 8)

Acknowledgements

Summary Report

Table of Contents

List of Tables

List of Figures

CHAPTER 1: Business Report

- Introduction to the business
- The Organisation
- The Environment
- The Functions

- The Department/Section
- Communications/Information Technology
- Financial Structure

CHAPTER 2: Technical Report

- Introduction to the nature of your work
- Brief
- Solutions
- Results

Conclusions & Recommendations

Appendices

References/ Bibliography

Student Feedback Form

Visit assessment form

(B) Logbook

Log book Cover Page

Log book (hand-written/typed)

Proof of Attendance

(C) Slides

Slides

Length

The report should contain approximately 6900 words of text, (+/- 10%) excluding contents page and any diagrams, charts and appendices which are considered appropriate. **A word count must be included** and should this differ substantially from the recommendation above a penalty may be imposed.

Confidentiality

The student should check with the Company Supervisor for possible security or confidentiality problems in disclosing material, and inform their visit tutor (at an early stage) if this is likely. Such problems may be resolved by a combination of the following.

- (a) Removal of data from the report.
- (b) Returning the report to the company after assessment.
- (c) You as the University Supervisor may visit the company to mark the report.
- (d) Security vetting of University Supervisor. (This should be avoided if possible as it causes delays.)

Appendix 7

ASIA PACIFIC INSTITUTE OF INFORMATION TECHNOLOGY



ENGINEERING INTERNSHIP REPORT

An Internship report submitted in partial fulfilment of the requirement of
For the diploma of
Diploma in Electrical and Electronics Engineering

Student Name:

Student ID No:

Intake:

Company Name:

Company Address:

Academics Supervisor:

Start & End Date:



Appendix 8

INTERNSHIP REPORT CLEARANCE FORM

This form must be given to the company supervisor for clearance. Please ensure that this form is attached to your Report.

Student's Particulars

Name of Student: _____

Department: _____

Student ID No: _____

Intake: _____

Student Passport no/IC no: _____

Company Details

Name of Company: _____

Contact Person (Supervisor): _____

Contact No(s): _____

Internship/ Internship Report Clearance by Company

| Signature | Company Stamp | Date |
|-----------|---------------|------|
| | | |

Note: If the company wishes to have a copy of the report, the arrangement is left between the company and the trainee.

Appendix 9

INTERNSHIP STUDENT FEEDBACK FORM

Please fill in the form diligently and ensure that it is **attached at the back of your Internship Report** before submitting it to your APIIT supervisor to grade.

1. General Information:

| | |
|--|--|
| Student's Name: | |
| Student ID No.: | |
| Intake.: | |
| Student Passport No./IC No: | |
| Department: | |
| Period of Internship: (Start Date and End Date) | |
| APIIT Supervisor: | |

2. Feedback on Company:

| | |
|---|---------------------------------------|
| Company's Name: | |
| Company Address: | |
| Company Supervisor & contact No/ E-mail: | |
| Department student was attached to: | |
| Describe briefly nature of work performed: | |
| | |
| Was nature of work assigned challenging? | Yes/No (Delete accordingly) |

| | |
|---|---|
| If not, please elaborate: | |
| Comment briefly on level of supervision provided: | |
| Would you recommend that we continue to assign students to this company in future? | Yes/No (Delete accordingly) |
| Suggest ways in which you think the Internship Program offered by the company could be improved: | |
| Overall, how do you rate the company in providing you with this training? | Excellent / Good / Satisfactory / Poor (Delete accordingly) |
| If poor, please elaborate: | |
| Allowance Paid | RM |

3. General Feedback (optional):

| |
|---|
| Suggest ways in which you think the Internship Program, as a whole in APIIT can be improved: |
|---|

Date:

Signature of Student:

Appendix 10

INTERNSHIP REPORT ASSESSMENT FORM

1. Student Name: _____

2. Programme: _____

3. Student ID No: _____

4. Intake: _____

5. Company: _____

6. Period of Internship: _____

Section A: Check List and Summary of Grade

| CRITERIA | ALLOCATION PERCENTAGE | CHECK LIST |
|--|--|--------------------|
| 1. Internship/ Internship Report (60%) – [LO1,C2][LO2,A5] | | |
| 2. Logbook (10%) –[LO4,A5][LO5,P4] | | |
| 3. Oral Presentation (20%) – [LO6,A5] | | |
| 4. Internship Visit Assessment (10%) – [LO3,A5] | | |
| 5. Email correspondences between Industrial Supervisor and Academic Supervisor |  | |
| TOTAL | | PASS / FAIL |

Section B: Report Assessment (60%) – [LO1, C2] [LO2, A5]

| CRITERIA | ALLOCATED PERCENTAGE | OBTAINED PERCENTAGE |
|--|----------------------|---------------------|
| 1. FORMAT [LO1, C2] <ul style="list-style-type: none"> • Acknowledgements • Table of Contents • List of Tables • List of Figures • Conclusions & Recommendations • Appendices • References/ Bibliography | 5 | |
| 2. SUMMARY REPORT [LO1, C2] <ul style="list-style-type: none"> • Nature of the work you have performed • On the value of your Internship in developing and extending your professional skills and competencies | 5 | |
| 3. BUSINESS REPORT [LO1, C2] <ul style="list-style-type: none"> • Introduction to the business • The Organisation • The Environment • The Functions • The Department/Section • Communications/Information Technology • Financial Structure (only if allowed by company) | 20 | |
| 4. TECHNICAL REPORT [LO2, A5] <ul style="list-style-type: none"> • Introduction to the nature of your work • Brief – Inclusion of well-defined engineering activities • Solutions – inclusion of fundamental principles and concepts • Results | 30 | |
| TOTAL | 60 | |

Section C: Logbook (10%) – [LO4, A5] [LO5, P4]

| CRITERIA | ALLOCATED PERCENTAGE | OBTAINED PERCENTAGE |
|-------------------------|----------------------|---------------------|
| 1. Objectives [LO4, A5] | 5 | |
| 2. Content [LO5, P4] | 5 | |
| TOTAL | 10 | |

Section D: Oral Presentation Assessment (20%) – [LO6, A5]

| CRITERIA | ALLOCATED PERCENTAGE | OBTAINED PERCENTAGE |
|----------------------------------|----------------------|---------------------|
| 1. Attire & Visual | 5 | |
| 2. Content & Presentation skills | 5 | |
| 3. Explanation & Clarity | 5 | |
| 4. Question & Answer | 5 | |
| TOTAL | 20 | |

Section E: Internship Visit Assessment (10%) – [LO3, A5]

Mark given by the industrial supervisor: _____

Comment of Academic Supervisor on the Internship Visit Assessment:

Appendix 11

INTERNSHIP VISIT ASSESSMENT FORMS

SECTION TO BE COMPLETED BY COMPANY INDUSTRIAL SUPERVISOR

Student's name.....

Name of Employing Organisation.....

Name of Industrial Supervisor.....

Start Date..... Finish Date.....

1) STUDENT'S PROFILE

Please rate the student's performance using the following: A=Excellent, B=Good, C=Satisfactory, D=Poor, U=Untested).

| | Rating | Comments (Please fill in comments) |
|--------------------------------|--------|------------------------------------|
| Attitude to supervision | | |
| Social integration | | |
| Motivation | | |
| Perseverance | | |
| Technical knowledge | | |
| Productivity | | |
| Capacity for teamwork | | |
| Problem solving ability | | |
| Communication skills - written | | |
| Communication skills - oral | | |
| Others (please specify) | | |

(*Will be used only as a feedback and not for grading)

2) OVERALL GRADE – [LO3, A5]

The mark awarded will used only as a feedback and not for grading. Please tick ONE box.

| Unsatisfactory | Weak | Satisfactory | Good | Very Good | Exceptional |
|-------------------------------|--|--|--|--|--------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> <input type="checkbox"/> 2 3 | <input type="checkbox"/> <input type="checkbox"/> 4 5 | <input type="checkbox"/> <input type="checkbox"/> 6 7 | <input type="checkbox"/> <input type="checkbox"/> 8 9 | <input type="checkbox"/> 10 |

3) COMMENTS (if necessary):

.....

Signature.....

Date.....