



## **SCHOOL OF MANAGEMENT**

**INDUSTRIAL TRAINING MANUAL**

**[ATW305, ATW 306 & ACW310]**

**BACHELOR OF MANAGEMENT/ACCOUNTING**

## 1.0 EXECUTIVE SUMMARY

Industrial Training is part of the course requirements for the Bachelor Degree of Management/Accounting. All final year students are required to undergo Industrial Training for a minimum period of [24 weeks (6 months)] applicable for ATW 305 and ACW 310 whilst ATW 306 students, the minimum period is 16 weeks or 4 months for an exposure to the real management/accounting practice. The primary objective of the Industrial Training is to gain through real work life experience, a sound appreciation, and understanding of the theoretical principles learnt as an undergraduate at the School of Management. Industrial Training is oriented towards developing the professional skills, interpersonal skills, knowledge and attitudes needed to make an effective and efficient start as a member of the management/accounting profession.

## 2.0 EVALUATION COMPONENTS

Total credit unit for Industrial Training is 12 credits for ATW 305, 8 credits for ATW 306 and 9 credits for ACW 310. Students need to obtain 70 percent of total average points in order to pass the Industrial Training course. Table-1 indicates the Grading System employed for the Industrial Training program of the Bachelor Degree of Management/Accounting, School of Management, Universiti Sains Malaysia.

*Table 1: Grading System for Bachelor Degree of Management/Accounting*

No	Grade	Percentage
1.	Distinction	85% - 100%
2.	Merit	71% - 84%
3.	Passing Mark	70%
4.	Fail	Below 70%

Overall points will be awarded to students based on the following categories as shown in Table-2.

*Table 2: Overall evaluation components cover in the Industrial Training*

No	Evaluation components	Marks
1.	Employer's Confidential Report	40%
2.	Student's Industrial Training Report	25%
3.	Supervisor's Industrial Training Report (USM) <ul style="list-style-type: none"><li>• Student's Log Book (25%)</li><li>• Overall Supervisor's Report (10%)</li></ul>	35%
	<b>Total Percentage</b>	<b>100%</b>

### 2.1 Employer's Confidential Report

The Employer's Confidential Report comprises 40 percent of the total score for the Industrial Training program. This report is to be filled by the supervisor appointed by the employer. Students will be assessed based on two categories of desired industrial characteristics or attributes, namely Functional Skills and Soft skills (refer Table-3). A five-point Likert scale is employed, where 1 = Very

Dissatisfied, 2 = Dissatisfied, 3 = Somewhat Dissatisfied/Somewhat Satisfied, 4 = Satisfied, and 5 = Very Satisfied. Sufficient space is also provided for the employers to add their feedbacks, comments, or inputs at the end of the assessment form. It is recommended that the employer provides an overall comments or recommendations about the Industrial Training Program.

*Table 3: Desired Industrial Attributes of Industrial Training Assessment*

Set	Attributes
<b>A</b>	<b>Functional Skills</b>
	Adaptable problem-solving skills
	Process evaluation/analyses
	Quantitative/analytical abilities
	Holistic problem solving
	Computer skills
	Decision-making ability
	Project management
<b>B</b>	<b>Soft Skills</b>
	Interpersonal skills/presence
	Creative and critical thinking
	Teamwork skills
	Human dimension of management
	Leadership awareness
	Communication skills
	Self management
	Human dimension of management

## 2.2 Student's Industrial Training Report

At the end of the Industrial Training program, students are required to complete one (1) student's Industrial Training report. This report comprises 25 percent of the total score for the Industrial Training program. Students are encouraged to perform as many desired industrial characteristics or attributes as listed in the Employer Confidential Report and report their daily activities in the Student Log Book Report. Aside from the list provided, students are advised to acquire other industrial attributes that will benefit their future career path.

Points awarded will take into account achievements from all aspect of functional skills and soft skills such as adaptable problem-solving skills, process evaluation/analyses, understanding, work skills, analytical abilities and many more.

**Important note:** Refer to Section 4 – Conclusion for details of activities/submission deadlines. Address this report to:

**Dr. Amirul Shah Md. Shahbudin**  
Deputy Dean, Students' Affairs & Networking  
School of Management  
Universiti Sains Malaysia  
11800 USM  
Pulau Pinang.

### 2.2.1 *Format for Student Industrial Report*

Students are advised to follow the structure of report as stated below Failure to follow the specified format will lead to 'Zero' mark.

[1]	Cover page
[2]	Acknowledgement
[3]	Executive Summary
[4]	Table of Contents
[5]	Part One – Organizational structure (refer Table-4)
[6]	Part Two – Industrial Functional Area (refer Table-4)
[7]	Part Three – Evaluation Outcome (refer Table-4)
[8]	Part Four – SWOT Analysis (refer Table-4)
[9]	Conclusion
[10]	References

Paper size	: A4 white color (214mm x 247mm)
Type	: Typed, 1.5 spacing, margin – left, right, top and bottom is 26mm
Length	: 3,500 - 5,000 words
Language	: English ONLY
Cover page	: <b>Hard cover</b> and must comprise the following information:- <ul style="list-style-type: none"><li>- Industrial Training <u>Interim</u> or <u>Final</u> Report</li><li>- School of Management</li><li>- Universiti Sains Malaysia</li><li>- Name and Major</li><li>- Supervisor</li><li>- Company</li><li>- Period of Training</li><li>- Company's status (Public or Private Sector)</li></ul>

Student's Log Book	: <b>Binding/or any other appropriate binding</b>
Student's Industrial Report	: <b>Binding/or any other appropriate binding</b>

### 2.2.2 Grading System for Student's Industrial Report

Table-4 indicates the summary of grading system employed for the Student Industrial Report. Students are required to follow the format in Table-4 as marks will be awarded based on this criteria.

*Table 4: Summary of grading system employed for Student Industrial Report*

Part	Theme	Desired Outcome	Marks
One	Organisational Structure	Introduction to company structure <ul style="list-style-type: none"> <li>• infrastructure of company</li> <li>• organization chart</li> <li>• number and size of company</li> </ul>	10%
Two	Industrial Functional Area (includes functional skills and soft skills)	Task being aspired within functional areas: <ul style="list-style-type: none"> <li>• adaptable problem-solving skills</li> <li>• process evaluation/analyses</li> <li>• quantitative/analytical abilities</li> <li>• interpersonal skills/presence</li> <li>• creative and critical thinking</li> <li>• teamwork skills</li> <li>• holistic problem solving</li> <li>• computer skills</li> <li>• decision-making ability</li> <li>• project management</li> <li>• human dimension of management</li> <li>• leadership awareness</li> <li>• communication skills</li> <li>• self management</li> </ul>	50%
Three	Evaluation of Outcome	Overall fieldworks comprise: <ul style="list-style-type: none"> <li>• students overall evaluation pertain to their industrial training through various mode of interaction with colleagues, superiors, clients, customers and suppliers such as observation, discussion, face-to-face interaction, tele-conversation, interviews, meetings, project involvement etc.</li> <li>• your expected outcome vs. actual performance</li> </ul>	15%
Four	SWOT Analysis	<ul style="list-style-type: none"> <li>• Report the strength, weaknesses, opportunities and threats of the work process that students have undergone during the training.</li> <li>• Provide recommendations, solutions or feedback to improve the situation (a) in the company, and (b) future industrial training program</li> </ul>	15%
	Overall write up	Cover page, pagination, formatting, grammar errors, sentences, language, references and etc.	10%
<b>Total Marks</b>			<b>100%</b>

## **2.3 Supervisor's Report (35 percent)**

Supervisor Report consists of two parts: (i) Student Log Book, and (ii) Overall Supervisor Report. The supervisor report comprises 35 percent of the total score for the Industrial Training program (25 percent Student's Log Book and 10 percent Overall Supervisor's Report). During the visit, supervisor is required to examine and review the Student's Log Book, and complete the Overall Supervisor's Report.

### **2.3.1 Student's Log Book (25 percent)**

The Student's Log Book has been designed specifically to guide student and employers in relation to work areas they need to cover. This is to equip themselves with communication and professional skills that would ensure effective industrial training, and to give full commitment to the training given and work assigned while on industrial training, and to integrate the knowledge and skills obtained towards building successful career. The format for student's log book is similar to the Bachelor Degree of Management and Bachelor Degree of Accounting (refer Table-5).

- \*\* Activities of the Day** – refers to all the activities occur in a day. Students are required to fill up the Student's Log Book on a daily basis.
- \*\* Achievement of the Day** – refers to students' evaluation on their performance achieved in a day according to the desired Industrial characteristics or attributes as addressed in Table-3. Students are advised to be cautious and thoroughly determine the functional skills and soft skills achieved in a day.
- \*\* Employer Comment(s)** – this section will require students to submit their log book at the end of every week to their employer or appointed supervisor(s). Employer/appointed supervisor need to sign the filled-up the Employer's Monthly Report (refer Table-6).



Table 6: Employer's Monthly Report

<b>Month :</b>
<p style="text-align: center;"><b>EMPLOYER'S MONTHLY REPORT</b></p> <p style="text-align: center;"><i>Instructions: This section indicates student's achievement of the month based on their job assignment(s) in your organisation. Please give your comments or feedback below.</i></p>
<p><b>Name:</b></p> <p><b>Position:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>



### **2.3.2 Overall Supervisor's Report (10 percent)**

The supervisor's report is to be filled by the visiting supervisor or an appointed lecturer from the School of Management, Universiti Sains Malaysia. Prior arrangement with the company and student is required before any visit is to be carried out. Student **MUST** be present during the visit. Students will be assessed based on two categories of desired industrial characteristics or attributes, namely Functional Skills and Soft skills (refer Table-3). A five-point Likert scale is employed, where 1 = Very Dissatisfied, 2 = Dissatisfied, 3 = Somewhat Dissatisfied/Somewhat Satisfied, 4 = Satisfied, and 5 = Very Satisfied. Sufficient space is also provided for the supervisors to add their feedbacks, comments, or inputs at the end of the assessment form. It is recommended that the employer provides an overall comments or recommendations about the Industrial Training Program.

## **3.0 GENERAL RULES DURING THE INDUSTRIAL TRAINING PROGRAM**

It is the students' responsibility to strictly adhere the following terms and condition. The School of Management reserves the right to terminate the students from the Industrial Training program if the agreement is breached.

### **3.1 Working hours**

Students are required to follow the working hours as stated by the organization. It is advisable that students must be at work early and leave the company on time/after than the specified time.

### **3.2 Attire**

Students are advised to wear proper attire to work **AT ALL TIMES**. Students are not allowed to wear t-shirt, jeans, sandals etc.

### **3.3 Hair**

Students must be well-groomed. Long and untidy hair are disallowed.

### **3.4 Professional relationship**

Students must develop a good working relationship with their supervisors, employers, subordinates and colleagues **AT ALL TIMES**.

### **3.5 Discipline**

Students be disciplined and obey the rules and regulations of their chosen company **AT ALL TIMES**

### **3.6 Leave**

Students must apply for a leave through their respective employer(s) and must then; inform the School of Management, USM. Leave will not be granted without valid reason.

### **3.7 Work orientation**

Students must be prepared to accept any assignments being given by the company **AT ALL TIMES**.

### **3.8 Place of work**

Students are not allowed to change place of work (organization) during the Industrial Training period.

### **3.9 Industrial Training Reports**

Students must meet all the deadlines as specified by the School of Management. Late submission of the industrial training reports will lead to a 'fail' grade in the Industrial Training Program.

### **3.10 Reporting to work**

Students must report to work as stated by the organization. Employers are required to complete a form as a proof of acceptance, and return to:

**Dr. Amirul Shah Md. Shahbudin**  
Deputy Dean, Students' Affairs & Networking  
School of Management  
Universiti Sains Malaysia  
11800 USM  
Pulau Pinang.

This must be submitted back to the School Of Management in the first week of your internship training.

## 4.0 CONCLUSION

### Important Deadlines for Activities or Report Submission

Item	Activities	Details	Yes/No
<b>PART 1 – GENERAL DEADLINES</b>			
[a]	Briefing session	Date:	
[b]	Training period		
[c]	Report to work	Date: Company's name:	
[d]	Supervisor's visit from School of Management, USM	Date: Time: Supervisor's name:	
<b>PART II – INTERIM REPORT SUBMISSION</b>			
[e]	Employer's monthly Report	Date:	
[f]	Student's Industrial Report	Date:	
[g]	Student's Log Book	Date:	
[h]	2 CD Copies	Date:	
<b>PART III – FINAL REPORT SUBMISSION</b>			
[i]	Employer's Confidential Final Report	Date: One Week After Industrial Training Ends	
[j]	Student's Industrial Report	Date: One Week After Industrial Training Ends	
[k]	Student's Log Book	Date: One Week After Industrial Training Ends	
[l]	Employer's Monthly Report	Date: One Week After Industrial Training Ends	
[m]	Overall Supervisor's Report	Date:	
[n]	Hard & Softcopy (Printed) (1 CD)	Date: One Week After Industrial Training Ends	

### Important Notes:

- i. The **Interim Report Submission** is for the graduation eligibility.
- ii. The **Final Report Submission** is for a grading and certification purposes.
- iii. It is the students' responsibility to strictly adhere the above terms and condition. The School of Management reserves the right to revoke the graduation award if students fail to submit either one of the reports.