



**UNIVERSITI SAINS MALAYSIA**

**PUSAT PENGAJIAN SAINS MATEMATIK  
SCHOOL OF MATHEMATICAL SCIENCES**

**Student's Name :**

**Matric No. :**

## **Industrial Training Logbook**

**Year : \_\_\_\_\_**

## **Industrial Training**

The training is optional and its duration is approximately two months, covering August to October during the Semester 2 break of each Academic Session. Students undergoing training are expected to be given proper tasks that are related to their field of studies, such as data analysis and interpretation, forecasting, computer modeling and programming. The training company should provide adequate resources for students to complete the given tasks.

## **Objectives**

Among the objectives of the training are

1. To expose students to real working environment.
2. To enable students to use their own initiatives to learn from their observation and to participate in real work.
3. To give students the experience of applying theory to practice.
4. To allow students the opportunity to gain new knowledge or skills offered by the training companies.
5. To enhance the contents of students' academic programme at the school.
6. To develop employability skills as well as core and key skills.
7. To maintain and develop links between the School and the training companies.

## **Reports**

### **i) Logbook**

Students must document their daily activities, training details and tasks performed in the Industrial Training Logbook for the stipulated duration of training. At the end of the training, students should let their training supervisor verify their completed Logbook and complete the Declaration section in page 3. The completed Logbook must be submitted to the Industrial Training Co-ordinator in the School of Mathematical Sciences, USM not later than one week from the last day of the training.

### **ii) Final Report**

All the activities throughout the training must be summarized in the final report. This report should contain the following: Cover Page, Abstract, Acknowledgements, Table of Contents and Main Text – Introduction, Training Organization, Formal Training Provided, Industrial Training Project, Conclusion, References & Appendices. The

industrial training's final report format can be downloaded from [http://math.usm.my/images/Documents/training\\_report.pdf](http://math.usm.my/images/Documents/training_report.pdf). The final report must be submitted to the Industrial Training Co-ordinator in the School of Mathematical Sciences, USM not later than three weeks from the last day of the training.

## **Evaluation**

The Industrial Training Co-ordinator will assess the overall performance of the student based on the student's final report and log book. Successful students will be registered for the course MSL399 (Industrial Training) in their academic transcripts.

# Declaration

Before submitting this document for assessment, please complete the following declaration:

This is to certify that the contents of the Industrial Training Logbook are a true and accurate reflection of the work done by the student in the training company.

Student's name : \_\_\_\_\_

Student's signature : \_\_\_\_\_

Supervisor's name : \_\_\_\_\_

Supervisor's signature : \_\_\_\_\_

Company's name : \_\_\_\_\_

Company's stamp : \_\_\_\_\_

**Student's Details****Name :****I/C No. :****Matric No. :****Mobile Tel. No. :****House Tel. No. :****Email :****Major :****Minor :****Placement Details****Name of Company :****Company Address :****Supervisor :****Company Contact Nos. :****Tel No. :****Fax No. :****Training Period :****Allowance :**

(Indicate the amount of allowance paid per month)

## Student's Logbook

**Date :**

**Day :**

### Activities of the Day

### Achievement of the Day

Instructions : This section indicates student's achievement of the day based on the above activities. Students can tick more than one box provided below.

#### Functional Skills

- Problem-solving Skills
- Quantitative & Analytical Skills
- Computer Skills
- Decision-making Ability
- Skills in Organizing/Analyzing Data

#### Soft Skills

- Interpersonal Skills
- Critical Thinking Skills
- Teamwork Skills
- Leadership Skills
- Communication Skills

**Student's Logbook**

<b>Date :</b>	<b>Day :</b>
---------------	--------------

**Activities of the Day**

**Achievement of the Day**

Instructions : This section indicates student's achievement of the day based on the above activities. Students can tick more than one box provided below.

<b>Functional Skills</b> <input type="checkbox"/> Problem-solving Skills <input type="checkbox"/> Quantitative & Analytical Skills <input type="checkbox"/> Computer Skills <input type="checkbox"/> Decision-making Ability <input type="checkbox"/> Skills in Organizing/Analyzing Data	<b>Soft Skills</b> <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Critical Thinking Skills <input type="checkbox"/> Teamwork Skills <input type="checkbox"/> Leadership Skills <input type="checkbox"/> Communication Skills
--	---

## Student's Logbook

**Date :**

**Day :**

### Activities of the Day

### Achievement of the Day

Instructions : This section indicates student's achievement of the day based on the above activities. Students can tick more than one box provided below.

#### Functional Skills

- Problem-solving Skills
- Quantitative & Analytical Skills
- Computer Skills
- Decision-making Ability
- Skills in Organizing/Analyzing Data

#### Soft Skills

- Interpersonal Skills
- Critical Thinking Skills
- Teamwork Skills
- Leadership Skills
- Communication Skills



**Student's Logbook**

**Date :**

**Day :**

**Activities of the Day**

**Achievement of the Day**

Instructions : This section indicates student's achievement of the day based on the above activities. Students can tick more than one box provided below.

- Functional Skills**
- Problem-solving Skills
  - Quantitative & Analytical Skills
  - Computer Skills
  - Decision-making Ability
  - Skills in Organizing/Analyzing Data

- Soft Skills**
- Interpersonal Skills
  - Critical Thinking Skills
  - Teamwork Skills
  - Leadership Skills
  - Communication Skills