

## INDUSTRIAL TRAINING GUIDELINES (ORGANISATION SUPERVISOR)

1. **Provide Learning Guidelines:** Ensure students are equipped with clear and comprehensive learning guidelines to facilitate their training and development within the organisation.
2. **Receive Students in Accordance with Organisational Training Plans:** Accept students based on the organisation's established training programs and qualifications, ensuring alignment with the organisation's objectives.
3. **Arrange Appropriate Departmental Placement:** Assign students to the appropriate department, unit, or section in accordance with their academic background and the organisation's requirements.
4. **Plan the Training Scope:** Develop a training plan relevant to the student's academic program, ensuring the scope of training enriches their educational experience.
5. **Monitor Progress and Provide Feedback:** Regularly monitor student progress and offer constructive guidance and feedback to support their professional development.
6. **Submit Initial Feedback to Universiti Utara Malaysia (UUM) Supervisor:** Provide feedback on the student's performance to the UUM Supervisor within the first two weeks of the industrial training period.
7. **Review and Approve Industrial Training Project Proposals:** Discuss and endorse the student's industrial training project proposal before it is submitted to the UUM Supervisor for approval.
8. **Report Disciplinary Issues:** Immediately report disciplinary issues or student misconduct to the UUM Supervisor or the Centre for University-Industry Collaboration (CUIC).
9. **Review and Endorse Logbook:** For a physical or a softcopy logbook, ensure the student's logbook is reviewed and signed at least once a month to document their tasks. Supervisors should regularly review entries for an online logbook, which must be endorsed by the end of the industrial training to confirm the documented tasks.
10. **Assess Students' Performance:** Continuously assess their skills development, provide ongoing feedback, and assess their overall performance throughout the industrial training program. Submit the Organisation Evaluation Form by email directly to the UUM Supervisor at the end of the industrial training session.

For any enquiries, kindly email the Industrial Training Committee at [practicum\\_SOC@uum.edu.my](mailto:practicum_SOC@uum.edu.my).

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