

## INDUSTRIAL TRAINING GUIDELINES (UUM SUPERVISOR)

- 1. Supervision Responsibility:** The UUM Supervisor is responsible for overseeing the students throughout the entire duration of the industrial training.
- 2. Liaison Role:** The UUM Supervisor is the primary liaison between the School of Computing (SOC) and the Organisation Supervisor. The UUM Supervisor needs to establish communication with the Organisation Supervisor within the first two weeks of the industrial training period.
- 3. Feedback on Project Proposal:** The UUM Supervisor must provide feedback on the student's industrial training project proposal within two weeks of submission.
- 4. Monitoring Work Performance:** The UUM Supervisor should consistently monitor and assess the student's work performance throughout the industrial training.
- 5. Project Progress Monitoring:** The UUM Supervisor is responsible for tracking the progress of the student's projects.
- 6. Evaluation of Final Report:** The UUM Supervisor must critically evaluate the student's final report.
- 7. Performance Evaluation:** The UUM Supervisor must evaluate the student's performance using the UUM Supervisor Evaluation Form. If the students are not selected for the industrial training visit by the Industrial Training Unit, the UUM Supervisor must assess the project presentation instead of the Visiting Lecturer.

At the end of the industrial training session, the UUM Supervisor must collect the Organisation Evaluation Form from the Organisation Supervisor, the UUM Supervisor Evaluation Form from the Visiting Lecturer (if the students are selected for the industrial training visit by the Industrial Training Unit), and the Logbook, Final Report, and Attendance Form from the students. The proposal should have been submitted earlier at the start of the industrial training session.

Please ensure these responsibilities are carried out diligently to support the student's success during their industrial training.

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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