

## INDUSTRIAL TRAINING GUIDELINES (VISITING LECTURER)

1. **Supervision Period:** Refer to the appointment letter issued by the Industrial Training Unit, which can be accessed through the respective portal
2. **Pre-Visit Communication:** The Visiting Lecturer is advised to contact the assigned student by telephone or email before the scheduled visit. This communication ensures the student and the respective organisation are prepared to receive the visitation for an in-person or online visit.
3. **Document Preparation:** Ensure that all relevant documents and forms, including the UUM Supervisor Evaluation Form, are finalised and ready for use during the visit.
4. **UUM Supervisor Evaluation Form Collection:** The Visiting Lecturer should collect the UUM Supervisor Evaluation Form upon arrival at the industrial training location during a face-to-face visit. The Visiting Lecturer must download the UUM Supervisor Evaluation Form from the SOC website for an online visit. The Visiting Lecturer should contact the Industrial Training Committee if assistance is needed.
5. **Engagement with the Organisation Supervisor:** During the visit, the Visiting Lecturer should meet with the Organisation Supervisor to discuss industrial training requirements, including skills development, current industry-standard tools and technologies usage in industrial training, and the student's problem-solving and critical thinking abilities.
6. **Professional Conduct:** Arrive on time, dress professionally, and adhere to the organisation's protocols and culture.
7. **Gather Feedback:** Obtain feedback on the student's work ethics, skills application, teamwork, and overall integration into the organisation.
8. **Assess Learning Outcomes:** Have a one-on-one session with the student to discuss what they have learned, their challenges, and how they apply their academic knowledge to the real world.
9. **Evaluate Work Environment:** Observe the student's work environment to ensure it is conducive to learning and the tasks assigned are relevant to their field of study.
10. **Reporting Student Issues:** Any issues raised by students during the visit must be documented and reported to the Industrial Training Unit through a formal written report. This process is essential for ensuring the issues are addressed and resolved in collaboration with the relevant parties.
11. **Documentation of Supervision:** The Visiting Lecturer must document each session as evidence.

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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