

LATIHAN INDUSTRI PELAJAR FAKULTI PERTANIAN

Kursus: XXX 4901

Jam kredit: 12

Tempoh latihan : 24 minggu

PENILAIAN

Prestasi pelajar akan dinilai dan gred diberi berdasarkan input dari:

- Majikan – 40%
- Pensyarah pemantau – 20%
- Laporan – 15%
- Logbook - 5%
- Pembentangan – 20%

TARIKH PEMBENTANGAN LAPORAN

Tarikh pembentangan dan pemberian laporan lengkap akan dimaklumkan kepada pelajar.

FORMAT LAPORAN DAN PEMBENTANGAN

Format lapuran adalah seperti dijelaskan di dalam lampiran ” Industrial Training Report & Presentation”.

**FACULTY OF AGRICULTURE
UPM**

INDUSTRIAL TRAINING REPORT & PRESENTATION

INDUSTRIAL TRAINING REPORT

The training report should be submitted on the day of presentation.

All reports are to be stapled and bound with black tape and plastic covering front and back.

Reports are to be prepared by each student individually even if the training location and projects are the same. However, to avoid duplication, you can decide among yourselves on which aspects or part of projects a fellow trainee should highlight in his/her presentation.

It is recommended to put more charts, diagrams and photos (rather than long sentences and paragraphs) with relevant explanations. Remember, this is not a final year thesis which you have to elaborate in details.

Reports should be written in 15 pages.

Do not cut and paste.

Reports are to be written in the English language.

Recommended to include relevant photos, charts, forms and copies of documents in the appendices and place titles and labels appropriately.

Follow the report format as detailed in the following pages.

Write reports in Times New Roman font size 12.

Follow pagination style, spacing and margins as the final year thesis report.

More preferable to include most of the information in the form of chart and graphic.

SLIDE PRESENTATION

Project presentations will be conducted within 1/2 weeks after the last day of training.

Students will be informed of the date, time and venue for presentations.

Students must attend all of the presentation sessions.

Prepare powerpoint slides for presentation.

Include photos, short videos, useful tables and graphs to better highlight your experience and make the presentation interesting.

Follow the report format for your slide presentation, excluding the abstract.

If the training location and projects are the same, to avoid duplication, you can decide among yourselves on which aspects or part of projects a fellow trainee should highlight in his/her presentation. However, the lessons learned and recommendations must be based on your own personal experience during the training.

Each student is expected to deliver their presentation in 15 minutes only, allowing 5 extra minutes for questions and answers.

Dress appropriately.

Speak confidently and pace yourself

Know your subject matter and avoid reading directly from the slides.

Relax, smile and have fun.

INDUSTRIAL TRAINING REPORT

**YOUR NAME
MATRIC NO**

**DEPARTMENT OF XXX
FACULTY OF AGRICULTURE
UNIVERSITI PUTRA MALAYSIA**

**THE MONTH AND YEAR OF PRESENTATION
(Eg. JANUARY 2013)**

ABSTRACT

Summary of your industrial training – when you started, what you expect to learn, what you actually learned, summary of roles and responsibilities, specific tasks undertaken, who supervised you and what you would suggest for improvement of training.

1. EMPLOYMENT DETAILS (point form)

1.1 Employer contact details

1.2 Period of employment

1.3 Company/Institution background/history & Organization structure

1.3 Position / Type of employment

2. PROJECTS & RESPONSIBILITIES

Describe your roles and responsibilities in the company / institute and any specific tasks or projects given to you throughout your training duration.

Do table of summary if have many projects, roles and responsibilities (Project / Assignment / Role – Responsibilities)

Add relevant photos

2.1 Highlight on Tasks/Projects

Highlight on the specific tasks/projects that you performed

Project 1 (eg. Shrimp grow-out feed management)

Project 2 (eg., Developing protocol for KOI quarantine procedures)

3. LESSONS LEARNED

What you've learnt throughout your training. Compare your theoretical understanding and expectation of the aquaculture activities from lecture/lab classes and actual commercial or research practices at your place of training. Are there similarities or differences in approach, technique, procedures, etc. between theory and practice?

3.1 Application of lessons learned for teaching improvement in UPM

Eg. Instead of using a single, 100 micron net to harvest *Artemia* nauplii, as we do in class, we could use a combination of 200 and 100 micron net to effectively remove debris and empty cysts.

4. RECOMMENDATIONS FOR IMPROVEMENT

4.1 What the company/institution can do to improve itself

Eg. Improvement in operational management, financial management, human resource management, suitability of location, biosecurity, work process, protocols, procedures (SOP's), environmental management.

4.2 What the company/institution can do to make the training more beneficial to students.

Eg. Regular meetings with students, arrange industrial visits, allow students to join company meetings & events, seeking opinions and feedbacks, special projects/tasks.

5. APPENDICES (supporting documents, reports, graphs, charts etc.)