



INDUSTRIAL REPORT GUIDELINE

Industrial Project II (PRJ60708)

Industrial Report Guideline

1. General requirement

- The report should have:
 - Cover page
 - Title page
- The format of the cover should follow the cover template provided.
- The minimum number of pages of report should be **30 pages** (excluding appendices, reflective journal and weekly logbook)

2. Page Formatting

2.1 Page size and margin

- Page Size : A4 size
- Left margin: 4.0cm
- Right ,Top, Bottom margins : 2.5 cm
- Header and Footer margin : 1.5 cm

2.2 Title/Paragraph margin

- The chapter number and title should be left margin
- The subsection number should be aligned to the left margin.
- The first paragraph in a subsection should be aligned to the left margin.
- The text in the paragraphs should be justified.

2.3 Typesetting

- Font type: Times New Roman
- Chapter title: Font size 18, UPPERCASE, Bold, Left aligned
- Subsection title: Font size 14, Bold, Left aligned
- Content: Font size 12, justify, paragraph setting

e.g

1.0 CHAPTER 1: INTRODUCTION

1.1 Company Background

Write the content here... Write the content here... Write the content here...
Write the content here... Write the content here...

2.4 Spacing

- General Spacing : 1.5 lines
- Chapter number & chapter title : 2.0 lines
- Title of subsection & first line of text : 1.5 lines
- Spacing between paragraphs : 1.5 lines
- Table/figure & first line of text : 1.5 lines

2.5 Numbering the chapters and subsection

- All chapters and their subsections must be numbered and titled.

Example

Chapter 2 Title of Chapter

2.1 Title of the subsection (second level)

2.1.1 Title of the sub-section (third level)

2.1.1.1 Title of the sub- sub section (fourth level)

2.6 Tables in text

- All the tables are numbered with respect to the chapter using Arabic numerals. For example, Table 2.3 is the third table that appears in Chapter 2.
- All tables must have a caption positioned at the **top** of the table. Captions should be bold, and written in Title Case
- If the caption is written in a single line, it should be centered. If the caption is more than one line it should be aligned to the left.
- A table should be positioned after it has been cited for the first time in the text. All tables in the chapter can also be grouped together and positioned at an appropriate location.
- Tables which are presented in landscape format should be bound with the top of the table to the spine.

2.7 Figures in text

- All the figures are numbered with respect to the chapter using Arabic numerals. For example, Figure 2.3 is the third figure that appears in Chapter 2.
- All figures must have a caption and should be positioned at the bottom of the figure. Captions should be bold and written in Title Case.
- If the caption is written in a single line, it should be centered. If the caption is more than one line it should be aligned to the left.
- Figure should be positioned after it has been cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an

- appropriate location.
- Figures which are presented in landscape format should be bound with the top of the table to the spine.

3. Page Numbering

Each page of the Industrial Training Report must be numbered accordingly. Page numbers should be printed at the **bottom right hand corner of the page**.

3.1 Preliminary pages

- These include the title page, declaration, acknowledgement, abstract, table of contents and a list of tables/ figures.
- Numbered using small letter Roman numerals (i, ii, iii...)
- The first page is the Title Page. This page is counted as “i” but should not be printed.

3.2 Body of the Report

This includes all the chapters, references and appendices

- The pages must be numbered using Arabic numbering (1, 2, 3...)
- The first page of a chapter should be counted.
- The numbering for References continue from the body text
- The numbering for Appendices continue from references.

4. Citation

The format for citing sources in the Industrial Training Report follows the American Psychological Association (APA) referencing style.

5. Contents of the Industrial Training Report

The report should have the following sections:

- i. Cover page
- ii. Title page
- iii. Acknowledgement
- iv. Abstract
- v. Table of Content
- vi. Introduction
- vii. Company IT infrastructure
- viii. Training(s) attended
- ix. Systems/Project Development
- x. Conclusion
- xi. References
- xii. List of Appendices (including Reflective Journal & Weekly Logbook)

5.1 Cover page

The cover page must contain information such as Student Name, Student ID, Programme, Intake and Company.

5.2 Title Page

The title page must contain information such as Student Name, Student ID, Programme, Intake and Company.

5.3 Acknowledgement

The student may acknowledge individuals and/or organisations for assistance rendered during the training period. The length of the acknowledgement should not exceed one page.

5.4 Abstract

The abstract should be brief and written in one paragraph, not less than 250 words and not more than 500 words. The abstract description should include the organization and department with which the student was attached the assigned organization and department, the assigned responsibilities, the achievements and results and the learning experience gained during the training period.

5.5 Table of Contents

This page should list all sections, chapters and subheadings with their respective page numbers as reflected in the body of the Industrial Training Report.

5.6 Introduction

This section should include the background of the company including the history/ evolution, vision and mission, nature of business, organization chart of the related departments and the functions of each department in the organization. Students are not allowed to write this section in bullet form. The subsections expected for this chapter are:

- Introduction
- Background of the Company
- Organizational Structure
- Nature of the Business
- Products
- Conclusion

5.7 Company IT infrastructure

Students are required to explain the department structure, individual roles of the important personal as well as clearly highlight the section the student is attached to. The subsections expected for this chapter are:

- Introduction
- IT Departmental Structure
- Hardware and Software
- Available IT Policy/Strategies/Plan
- Conclusion

Note: Certain information could be considered Private & Confidential. If such, document a very general and high level information pertaining this chapter.

5.8 Training(s) attended

Explain in detail the trainings attended and what they have learnt from the given training sessions. (This could be trainings from the mentor, during orientation week, as well on the job trainings). **DO NOT SKIP THIS CHAPTER**. The subsections expected for this chapter are:

- Introduction
- Exposure level
- Conclusion

5.9 System/Project Development

Explain clearly the project involved, system development cycle, the features they have in development. Basically this chapter details out the project that students embark on with the company. This chapter should have the screen shots as well as clear description of the activities the students were involved in. The subsections expected for this chapter are:

- Introduction
- Project Description
- Roles/Responsibilities
- Specific tasks
- Relevance to SDLC
- Conclusion

5.10 Conclusion

Clearly describe the experience students have gained and how the company has helped them to enhance their knowledge during the training.

5.11 References

The details of every reference cited in the text, published or unpublished, must be listed alphabetically. If more than one publication by the same author is cited, these materials should be listed chronologically.

5.12 List of appendices

This page should list all appendices found at the end of the Industrial Training Report together with their page numbers. These include tables, charts, graphics, computer program listings and other parts of documents which are too lengthy to be included in the main text itself. Students **SHOULD INCLUDE** their reflective journal and weekly report in appendices.

Reflective Journal & Weekly Logbook

Students must document their industrial training journey in weekly reflective journal and logbook, listing the tasks assigned or other relevant activities on a weekly basis. The reflection and weekly logbook must be **sent to the industry supervisor for assessment**. This document should be placed in the APPENDICES section of the industrial training report.

a. Reflective Journal

This is an individual submission for each student reflecting on lifelong learning skills in relation to experiences gained from the venture building. It should have **minimum 500 words in paragraph format**, demonstrating critical reflections focuses on the experiences derived from what the company is involved in. The reflection should also include the individual engagement in, and learning from the mentoring activities. Students need to critically analyse their experiences utilising theories or research to support their evaluation where possible. The reflection should include criteria listed below:

- Introduction
- Lessons learned from industrial training experience
- Skills and knowledge gained (overall)
- Suitability of organization
- Limitation and recommendation pertaining industrial training module

Use the template provided.

b. Weekly Logbook

Students must also document their industrial training journey in weekly logbook, listing the tasks assigned or other relevant activities on a weekly basis. Activities can be listed in point forms, short for concise representation of contents. Students must use the template as below:

Student **MUST SEND** the Reflective Journal and Weekly Logbook to their Industry supervisor for assessment by the final week of internship. **Use the template provided.**