



ENG0002/MPU3410
Industrial Training
for Engineering Students
A Presentation on
Rules and Guidelines

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Who has to attend this Talk?

- Every 3rd and 4th year engineering student who has or will pass 120 credit hours by end of second semester 2020 and intends to do internship during the semester break.
- You may still do the training if you fail at most one subject this term with special consideration.

- **Objectives of Internship:**

- i) to gain first hand knowledge of engineering practices.
- ii) to acquire skills and experiences in industries

School of Engineering

Mechanical/Mechatronic/Electrical/Chemical/Civil/ Software Engineering

- It is part of general studies courses that all students must take.
- A compulsory requirement to be fulfilled before the degree can be conferred.
- To fulfill the requirements from Institution of Engineers, Australia, Institution of Engineers Malaysia(IEM) and the Engineering Accreditation Council of Malaysia (EAC).



Details of Training

- To complete **12 weeks** of **continuous** training in one job (ideal) **after completing 3rd year studies.**
 - **120 Credits and above**
- Can divide one job into two parts (8+4 weeks) or engage in two jobs (8+4 weeks), if that is not possible. **(Only for this year)**
- Work from home allowed **only for this year.**
- Ideally between **mid-November to February**
 - > e.g. February intake students will undertake their training after semester 6 studies and July intake will undertake theirs after semester 7.

Initiatives expected of students in seeking employment opportunities

1. Search for suitable engineering organizations for training.
2. Work / Update on personal resume.
3. Request for letters of recommendation from course management office.
4. Gear up on oral presentation and writing skills.



Role of Monash University

Before:

1. Provide listing of possible training / employment sites.
2. Provide advice / guidance to students.
3. Provide Letter of recommendation.

During:

1. Visit Students at work for Quality Check and feedback from industry.

After :

1. Assess the relevance of training received and performance of students.

Searching for the right job placement (EAC Requirements)

- Must have hands-on engineering work, **related to field of study** at university.
- **Workplace to have a qualified engineer** to supervise engineering ‘trainees’.
- Students are not allowed to work in University research environment since it does not fulfill the Malaysian Engineering Accreditation Council (EAC) requirement. This is applicable for Sunway campus students and exchange students from Sunway campus in Clayton, Australia.

Monash Virtual Career and Internship Fair 2020

- Monash is planning to conduct virtual career and Internship fair this year.
- When the details become available, it will be broadcast to you.

Self Enrolment 2020

- Please go to Moodle site “Industrial training enrolment” Section.
- Fill out online enrolment form (Google form).
- Submit softcopy of enrolment form, acceptance of industrial training form, offer letter, and indemnity form in Moodle by **31 Dec. 2020**.

Online enrolment form (sample)

Secure | <https://docs.google.com/forms/d/e/1FAIpQLSetqHQ9HaJVqJTDo-bnSjgkVa696ZrPaJY7CETMdYRNfj8vyA/viewform>

Industrial Training Enrolment Form 2018

Students must fill this form latest by 1 Dec 2018, otherwise their industrial training will not be passed.

***Required**

What is your department? *

Choose ▾

Please confirm your department: *

Choose ▾

First Name: *

Your answer

Last Name *

Your answer

Student ID: *

During Training: personal notes



- **Mandatory to maintain a log book** during your industrial training. You may use it as a reference when writing the report and attach the Log Book with your report (**Template available on Moodle**)
 - **Get your Log book signed by your supervisor on a WEEKLY basis**
- Should record down your activities, experiences or lessons learnt regularly, i.e. on a daily or weekly basis, including tasks, case studies, small projects, etc. carried out during the training.

Report Writing

- **Satisfactory completion** of the vacation work/industrial training requirement will be **determined on the basis of a formal Report**
- **About 3,000 words, in the prescribed format.**

<http://www.monash.edu.au/lls/llonline/writing/engineering/technical-report/index.xml>

Summary

- Request for recommendation letter can be submitted <https://www.monash.edu.my/engineering/industry-and-partnerships/industrial-training>. This will start on 10 August until 1 December.
- Fill in online enrolment form and submit softcopy of enrolment form, acceptance of industrial training form, offer letter, and indemnity form in Moodle by **31 Dec. 2020**.
- To complete **12 weeks** of **continuous** training - (ideal) in one job **after completing 3rd year studies** and submit a **Report** on that work
- Mid-November to February
- The report has to be submitted to Moodle **within 4 weeks** upon completion of training.