



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

School of Information & Communication Technology

Company Guidelines

1. Training Duration

The training duration is 8 weeks . Any changes to the duration must be agreed between the trainee and the company, and submitted to the school for approval.

2. Company Supervisor

The company must appoint a supervisor for each student. The name, designation, telephone and e-mail of the supervisor must be given to the school for further communication. The school will appoint a lecturer as academic supervisor who will liaise with the company supervisor on all matters pertaining to the training. The duty of the supervisor is to monitor, guide and assess the progress of the students under their supervision.

3. Training Activities

The students should be given proper task to perform in their training rather than given clerical and maintenance jobs. It is suggested that the students be given tasks that will enhance their knowledge and skills in information technology. In addition, the students should be encouraged to participate in the management of the company. These exposures add values to their experience working as trainees. We expect the company to provide sufficient resources for the student to complete the given tasks. Please inform the school in the event of any shortcomings that may hinder the student from completing their tasks. Any issues on the performance and discipline of the student must be brought to the attention of the school.

4. Reports

The students will prepare a Log Book to document their activities for the week. These documents must be done weekly and must be verified by the company supervisor.

Then the students have to prepare a Progress Report and submit to the academic supervisor for acknowledgement .Progress report is a monthly basis .

Lastly students have to submit the Final Report to the company supervisor for approval. The company may request the student to remove any confidential items in the report if any.

5. Visits

The academic supervisor will visit the students at least once during the training (if possible). This is one of the ways to ensure participation between the academic supervisor, the students and the company.

The company supervisor is expected to brief the academic supervisor on each student's performance, with demonstration of the student's work if possible. The academic

supervisor will also discuss with the students on the progress of the training, and to address any problems that the students may have during the training.

6. Evaluation

Company Supervisor Evaluation Form

The school will give the evaluation form to the company through the students. An evaluation form must be completed for every student. The company supervisor will complete the evaluation form and the form must be submitted to the academic supervisor. The form should reach the academic supervisor in a sealed envelope within 7 days after the practical training ends.

7. Contacts

The main contact on the training will be between the company supervisor and academic supervisor. Other matters can be directed to the following contacts:

Mr Mohd Hasif Azizan (Course Coordinator of Practical Training) } -
Ms Sharifah Nadia Syed Khastudin } EXT 245 (SICT Office)