

**FACULTY OF COMPUTER SCIENCE
AND INFORMATION TECHNOLOGY
UNIVERSITY OF MALAYA**

**GUIDELINE ON WRITING INDUSTRIAL TRAINING
FINAL REPORT**

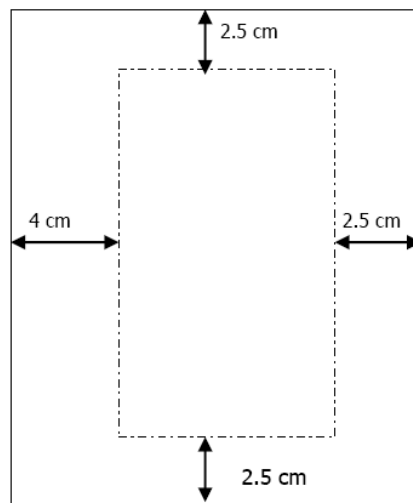
1.0 INTRODUCTION

This guideline is prepared to help Industrial Training students to prepare Industrial Training Final Report.

2.0 REPORT FORMAT

2.1 The report should be printed on single side of A4 paper, with line spacing 1.5.

2.2 For each page, the margins of the page should follow the guideline below. Left margin is 4 cm, right, top and bottom margins are 2.5 cm.



2.3 Each page should be numbered in the center at the bottom of the page, approximately 2.5cm from the paper edge.

2.4 Font size – The main text should be Times New Roman 12 points size. The font size for headings can be adjusted accordingly. The font used for figures and tables can be adjusted based on the space needed.

2.5 Illustration – Priority should be on original illustration. However, if the size is bigger than A4 size, smaller copy is acceptable. Black-and-white, colored, or photocopied figure is also acceptable.

2.6 Every report should consist of:

- a. Cover page – Should follow the format in Appendix A.
- b. Abstract – A summary of the Industrial Training undergone in not more than 200 words.
- c. Acknowledgment– Consisting of words of appreciation to all the people involved in the Industrial Training.
- d. List of tables.
- e. List of figures.
- f. Overview of Company/Organisation – Brief explanation about the Industrial Training Company attached to. It should include history, vision, business, clients, organisation structure, etc. It should also include a brief description of the Industrial Training Program provided by the company.
- g. Work Experience – Description of tasks undertaken during the training together with screen captures of artifacts produced. The description of tasks should also include the devices or systems used for performing the tasks, team members working together on the tasks, given timeframe to complete the tasks, problems faced during the execution of the tasks and how they were solved. It should also relate the tasks undertaken to the theoretical and practical knowledge gained from the Computer Science or Information Technology courses taken at the university.
- h. Skills Gained, Initiative Taken, Guidance from Organisation - Description of skills gained, things learned and guidance from supervisor, peers, reference materials when performing a task. It should also include initiative taken to solve problem or improve existing solutions.
- i. Conclusion and Suggestion – Reflection and summary of the learning experience, and suggestion to improve the Industrial Training Programme.
- j. References – A list of cited materials must be provided. Only reference read by the writer can be cited. Please see Section 9.0 on how to cite a reference.
- k. Appendix – If applicable must be placed at the end of the report and referred to in the text of the report.
- l. Every figure and table should have title and explanation. If a figure or table is extracted from other publication, the original source needs to be cited next to the figure's or table's title.
- m. Initial part (b – e) should be numbered with Roman small letter (i, ii, iii, etc.).

3.0 REPORT BINDING

The report should be bound using comb binding (black). A transparency sheet should be placed before the cover page and after the last page of the report and be bound together with the report.

4.0 NUMBER OF COPY

Each student has to submit one copy of the report to the Supervisor from the Faculty and one copy of the report to the Supervisor from the Organisation.

5.0 PROCEDURE TO SUBMIT THE REPORT

A hardcopy of the report together with the Final Log Book must be submitted to the Supervisor from the Faculty within two weeks after the Industrial Training ends.

6.0 LANGUAGE

The report should be written in Bahasa Melayu or English only. The language should be easy to understand.

7.0 LATE SUBMISSION OF REPORT

- 7.1 Deferment of the report submission is not allowed except with the approval of the Dean.
- 7.2 Student who fails to submit the report and Final Log Book within the given timeframe will fail Industrial Training course.

8.0 OTHER INFORMATION REGARDING THE REPORT WRITING

- 8.1 Symbol or special name used must be explained. Symbol or abbreviation must use recommended standard or has been commonly used in the field of computer.
- 8.2 Each table must be referred and explained in the text.
 - i. Each table must have table number and title centered at the top of the table.
 - ii. Columns must have suitable title.
 - iii. Columns can be given number only if the title is too complex and the explanation is given in the text.
 - iv. Extra notes must be supplied if needed.
- 8.3 Each figure must be referred and explained in the text.
 - i. Each figure must have figure number and title centered at the bottom of the figure.
 - ii. Extra notes must be supplied if needed.

9.0 CITING AND LISTING REFERENCES

- 9.1 Use Author-Date System which is used in The Chicago Manual of Style to refer and list a reference in the references or bibliography list.

Example

In text This method is introduced by Boehm (1984).
In references list Boehm, J.H. 1984. "Cost Estimation Models in Software Engineering." *IEEE Trans on Software Engineering*, 8(9):40-41.

In references or bibliography list, list the reference according to alphabetical order of the author's family name. If more than one publication from the same author in the same year are being referred, small letter is added after the year of publication.

Example Bungey (2002a), Bungey (2002b).

In references list Bungey, A. B. 2002a. "....."
Bungey, A. B. 2002b. "....."

If reference involves two or three authors, list all of the authors.

Example

In text This has been proven by Craton and Saunders (1992).
In references list Craton, M. and G. Saunders. 1992. *Islanders in the Stream: A History of the Bahamian People*. Athens: University of Georgia Press.

If reference involves four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. ("and others"):

Example

In text This research finds that the method chosen is similar to Medhurst et al. (1990).
In references list Medhurst, M. J., Ivie, R. L., Wander, P. and R. L. Scott. 1990. *Cold War Rhetoric: Strategy, Metaphor, and Ideology*. New York: Greenwood.

- 9.2 For the particulars needed for each type of publication (such as book, journal article, edited volume, thesis or dissertation, website and so on) refer to "Author-Date: Sample Citations" by choosing Author-Date tab at:
http://www.chicagomanualofstyle.org/tools_citationguide.html

Appendix A: Cover Page

**FACULTY OF COMPUTER SCIENCE
AND INFORMATION TECHNOLOGY**

UNIVERSITY OF MALAYA

INDUSTRIAL TRAINING FINAL REPORT

SEMESTER __ SESSION _____

**STUDENT NAME
STUDENT REGISTRATION NUMBER**

SUPERVISOR FROM THE FACULTY: _____