



**Pusat Pengajian
Pengurusan Industri Kreatif
dan Seni Persembahan**
SCHOOL OF CREATIVE INDUSTRY MANAGEMENT AND PERFORMING ARTS
Universiti Utara Malaysia

Industrial Training:

Proposal & Report Writing Guidebook

SCMX3912 INDUSTRIAL TRAINING Bachelor of Creative Industry Management with Honours

August 2017

Prepared and revised by:
SCIMPA

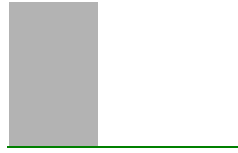
**College of Arts and Sciences
Universiti Utara Malaysia**

© All Rights Reserved



Requests for permission to copy or make other use of materials in this booklet, in whole or in part, should be addressed to:
SCHOOL OF CREATIVE INDUSTRY MANAGEMENT AND PERFORMING ARTS, UUM CAS.

Views, opinions, conclusions or other information contained in this booklet is not related to the business of UNIVERSITI UTARA
MALAYSIA and shall not be taken as reflective of or endorsed by it.



Acknowledgement

We would like to thank SMMTC and its Industrial Training Committee for the permission to extract relevant information from the SMMTC Industrial Training Guidebook and to be published as Industrial Training/Practicum Guidebook for BCIM (Hons) as offered by SCIMPA.



Content

ACKNOWLEDGEMENT	III
CONTENT	IV
INTRODUCTION	1
A. GENERAL INFORMATION	1
1.1 INDUSTRIAL TRAINING OBJECTIVES	1
1.2 INDUSTRIAL TRAINING REGULATIONS	2
1.3 OTHER INDUSTRIAL TRAINING INFORMATION	3
1.4 SUPERVISION AND VISITATION TO ORGANIZATION	3
1.5 MAIN ACTIVITIES OF INDUSTRIAL TRAINING	5
B. INFORMATION BY PROGRAMME	8
INDUSTRIAL TRAINING SCOPE	10
A. GENERAL INFORMATION	10
B. INFORMATION BY PROGRAMME	10
PROPOSAL WRITING	12
A. GENERAL INFORMATION	12
B. INFORMATION BY PROGRAMME	12
LOGBOOK WRITING	13
GENERAL INFORMATION	13
LOGBOOK REQUIREMENTS	13
SAMPLE OF LOGBOOK WRITING	13
4.3 ADDITIONAL INFORMATION	14
FINAL REPORT WRITING	15
A. GENERAL INFORMATION	15
B. INFORMATION BY PROGRAMME	15
BACHELOR OF CREATIVE INDUSTRY MANAGEMENT WITH HONOURS	15
5.1 Report Writing Guidelines	15
5.2 Final Report Contents	15
5.2.1 SECTION I: Report Introduction	16
5.2.2 SECTION II: Body of Report.....	20
5.3.2.3 SECTION III: References/Bibliography and Appendices	21
PROPOSAL & FINAL REPORT FORMAT	23
GENERAL INFORMATION	23
6.1 FONT TYPE AND SIZE	23
6.2 MARGIN	24
6.3 HEADING AND SUBHEADING	24
6.4 SPACING	24
6.5 PAGING	25
6.6 TABLE AND FIGURE	25
REFERENCE FORMAT AND STYLE	27
GENERAL INFORMATION	27
7.1 CITATION IN THE TEXT	27

7.2	IEEE/ACM FORMAT	28
7.3	APA FORMAT (6 TH EDITION)	34
7.4	PREPARING REFERENCE LIST	36
	PROPOSAL & FINAL REPORT SUBMISSION PROCEDURES	37
	GENERAL INFORMATION	37
8.1	PROPOSAL SUBMISSION	37
8.2	FINAL REPORT SUBMISSION	37
	BIBLIOGRAPHY	38
	COVER OF THE PROPOSAL	39
	LAST PAGE OF THE PROPOSAL	40
	COVER OF FINAL REPORT (SOFT COVER)	41
	PATIO (FRONT) PAGE	42
	DECLARATION	43
	DISCLAIMER	44
	COVER OF FINAL REPORT (SOFT COVER) TO BE SUBMITTED TO SUPERVISOR	45
	COVER OF FINAL REPORT (HARD COVER) TO BE SUBMITTED TO THE PROGRAM	
	COORDINATOR	46
	CD COVER	47

Introduction

Industrial Training is designed as a platform for students to adapt to the work environment. Industrial Training is also intended for students to apply what they have learned. Recognising the importance of Industrial Training, School of Creative Industry Management and Performing Arts (SCIMPA) provides the opportunities for all students to undergo Industrial Training.

Industrial Training is one of the compulsory courses for all SCIMPA students to fulfil the conferment of

- Bachelor of Creative Industry Management with Honours – BCIM (Hons)

A. GENERAL INFORMATION

1.1 Industrial Training Objectives

Industrial Training is implemented to meet the following objectives:

- i. to expose the students to the real working environment before graduating.
- ii. to provide an opportunity for students to relate the theoretical and practical understanding through industrial training programs in organizations where students are placed.
- iii. to provide opportunities for private organizations, statutory bodies, government departments and non-governmental organizations to transfer experience and expertise to students working towards the creation of a professional worker.
- iv. to establish and strengthen bilateral relations between UUM and the organization or firm involved in the industrial training program for mutual benefit.

1.2 Industrial Training Regulations

During Industrial Training, students are subjected to UUM regulations. The following are the main matters to be aware of:

a) Confirmation of Industrial Training

Students need to confirm their report duty status at the organization by returning their Report Duty form to the PPA CAS (*Pembangunan Pelajar & Alumni*) office. Students are also required to inform their supervisors regarding the aforementioned status.

Please refer "Item 5.0 Regulations for UUM Industrial Training Program" for more information.

b) Postponement of Industrial Training

Postponement of Industrial Training is not allowed except for students who have serious health issues.

Please refer "Item 7.0 Regulations for UUM Industrial Training Program" for more information.

c) Report Preparation

In preparing report, students are subjected to Act and Regulations of Academic Treachery from paragraph 12 UUM Act (Examination) 1988. Academic treachery includes any acts that break any examination rules and plagiarizing project paper, academic practice, or any assignments and courses. If found guilty, Students Discipline Body can execute one or more of the following punishments:

- Warning.
- Fine not more than RM 200.00.
- Suspension from any or all University's facilities in a certain decided period of time.
- Exclusion from any parts of University in a certain decided period of time.
- Expulsion from University.

d) Incomplete Grade (*Tidak Lengkap - TL*)

Incomplete Grade (*Tidak Lengkap - TL*) can be applied by students if they have not completed any specific components such as final report. This application needs to be made to the Dean of Student Development and Alumni through Report Supervisor (SCIMPA).

Please refer "Item 12.0 Regulations for UUM Industrial Training Program" for more information.

e) **Disciplines during Industrial Training**

Students whom are terminated from Industrial Training which are caused by disciplinary issues as confirmed by the supervisors are entitled to get F grade.

Please refer "Item 16.5 Regulations for UUM Industrial Training Program" for more information.

1.3 Other Industrial Training Information

Other information about Industrial Training can also be obtained from the Centre for University Industry Collaboration (CUIC) website (<http://cuic.uum.edu.my>) and UUM CAS website (<http://cas.uum.edu.my>).

1.4 Supervision and Visitation to Organization

The purpose of Industrial Training supervision is to ensure the students are given proper tasks based on their industrial training project/research scope. The supervision is conducted by:

- 1) Report Supervisor (SCIMPA)
- 2) Organizational Supervisor (Employer)
- 3) Visiting Supervisor* (UUM)

Report Supervisors play the role of supervising and monitoring students' tasks starting from the date they register at the organization until the end of the Industrial Training. The particular Report Supervisor will consult the students from the stage of writing the proposal to the stage of checking the final report. Meanwhile, the Visiting Supervisors act as the link between UUM and organizations in order to establish good relationship and future cooperation.

**At the moment the visits from visiting supervisor have been suspended temporarily.*

The following is the list of actions that must be taken by students and all supervisors (students are required to inform the supervisors regarding actions that must be taken).

Entity	Actions
Student	<ul style="list-style-type: none"> a) Submit a proposal to Report Supervisor. b) Present the project to Organizational Supervisor and Report Supervisor. c) Prepare the related forms for Organizational Supervisor and Report Supervisor. d) Submit logbook, report draft, CD (or any other relevant form of submission related to the project) and final report to Report Supervisor. e) Remind the Organizational Supervisor to complete the Employer Confidential Report to be submitted to the Report Supervisor. f) Submit the attendance form to the Report Supervisor.
Report Supervisor (SCIMPA, UUM CAS)	<ul style="list-style-type: none"> a) Responsible for the students' supervision during the entire Industrial Training duration. b) The main link between UUM CAS and Organizational Supervisor. c) Monitor students' work performance. d) Monitor students' project progress. e) Evaluate students' performance and project using the Report Supervisor Evaluation Form.
Visiting Supervisor (UUM)	<ul style="list-style-type: none"> a) Act as the link between UUM and organization in order to ensure good relationship and future cooperation. b) Observe the suitability of the organization for Industrial Training placement. c) Visiting Supervisor is also responsible to evaluate the students during the industrial training visit.
Organizational Supervisor (Employer)	<ul style="list-style-type: none"> a) Assign suitable project to the students and supervise them throughout the industrial training period. b) Review the logbook and attendance. c) Evaluate project presentation. d) Submit the Employer Confidential Report to the respective Report Supervisor (SCIMPA).

1.5 Main Activities of Industrial Training

Industrial Training activities and phases are as follows:

Phase	Items	Action by	Notes
Before Industrial Training	1) Students register at CUIC	Student	
	2) Students attend Industrial Training workshop	Student	
	3) Students are assigned to Report Supervisor (SCIMPA)	PPA CAS	Check portal/ announcement
	4) Students meet their Report Supervisor (SCIMPA) and provide the Report Supervisor Evaluation Form to their respective lecturers.	Student	
During Industrial Training	5) Students register at the organizations	Student	Day 1
	6) Students submit confirmation of registration form (i.e., Report Duty Form) to PPA CAS office	Student	Week 1
	7) Students report the organization environment to the Report Supervisor	Student	Week 1
	8) Students discuss project with Organizational Supervisor	Student	Week 1
	9) Students submit proposal to Report Supervisor	Student	Week 2
	10) Students start the project/research	Student	
	11) Students report the project/research progress	Student	Monthly
	12) *Visiting Supervisor (UUM) informs visiting dates	Visiting Supervisor	
	13) *Students inform the Organizational Supervisor regarding the visiting date	Student	
	14) *Students give feedback about the visiting date to Visiting Supervisor	Student	
	15) *Visiting Supervisor fixes the visiting date	Visiting Supervisor	

	16) *Visiting Supervisor visits the organization *temporarily suspended.	Visiting Supervisor	At least 2 weeks before the industrial training ends
	17) Students submit report draft	Student	A month before Industrial Training ends
	18) Report Supervisor (SCIMPA) checks the report draft and gives feedback to students	Report Supervisor	

After Industrial Training	19) Students submit logbook and attendance sheet to Report Supervisor	Student	One week after Industrial Training ends
	20) Organizational Supervisor submits Employer Confidential Report to Report Supervisor (SCIMPA)	Organizational Supervisor	One week after Industrial Training ends
	21) Students confirm that Employer Confidential Report has been accepted by the Report Supervisor	Student	
	22) Students present practicum finding in front of the practicum committee and his/her Report Supervisor during a seminar	Student	Within 2 weeks after the industrial training ends
	23) Students do corrections and submit final report and CD OR any relevant form of project submission to Report Supervisor	Student	Two weeks after Industrial Training ends
	24) Report Supervisor completes Report Supervisor Evaluation Form and enters final Industrial Training marks in the Practicum System	Report Supervisor	

B. INFORMATION BY PROGRAMME

BACHELOR OF CREATIVE INDUSTRY MANAGEMENT WITH HONOURS

The Industrial Training course code for BCIM (Hons) is SCM3912 with credit value equivalent to 12 credits. Students have to fulfil 24 weeks (6 months) of Industrial Training at the chosen organization. BCIM (Hons) students are eligible to undergo Industrial Training course after accumulating at least 124 credit hours (i.e., on the 6th semester).

BCIM (Hons) program gives students the opportunity to pursue Industrial Training in organizations compatible with their specialization area, so that students are able to obtain the maximum possible benefit. Normally agency/organization that is suitable for student's placement is in accordance with the following areas:

- i. Film and video production - Film production companies, media agencies, RTM, Media Prima, Video production companies
- ii. Music production–Music studios and Music Companies, event management companies
- iii. Animation production - Animation studios
- iv. Interactive Media -Software house, online content development companies

Objective (s) of Course

Upon completion of the course, students are expected to:

- i. acquire necessary soft skills along the process of Industrial Training
- ii. gain knowledge and skills through exposure to industrial/organization's operation
- iii. understand the process of writing a complete documentation
- iv. utilize the theories learned in the working environment

Assessment Forms

TWO (2) forms are required:

Ref. Code	Color Code	Name of Form
1	Blue	Employer Confidential Report
2	Purple	Report Supervisor Evaluation Form

Note:

- a) Form 1 needs to be filled up by the Organizational Supervisor (Employer) and submitted to Report Supervisor (SCIMPA) by the end of the Industrial Training.
- b) Form 2 needs to be filled up by the Report Supervisor (SCIMPA).
- c) Please ensure that information is written completely and clearly on the front page of the forms.

Evaluation Components

Industrial Training evaluation is divided into **TWO (2)** components:

- 1) Organizational Supervisor (Employer) Evaluation
 - Employer Confidential Report (Form 1) **40%**

- 2) Report Supervisor (SCIMPA) Evaluation
 - Report Supervisor Evaluation Form (Form 2) **60%**
 - Project presentation 15%
 - Logbook 10%
 - Report 30%
 - Proposal 5%

Students must fulfil all the above evaluation components in order to complete the Industrial Training.

Industrial Training Scope

A. GENERAL INFORMATION

In general, students are allowed to do any projects related to their respective programs. However, the project has to be proposed by the students and approved by the Report Supervisor (SCIMPA). The Report Supervisor can discuss the project with Organizational Supervisor (Employer) to determine its appropriate scope.

B. INFORMATION BY PROGRAMME

BACHELOR OF CREATIVE INDUSTRY MANAGEMENT WITH HONOURS

Scope of Report

Each student is required to produce a report after the completion of Industrial Training. Students undergoing Industrial Training should take a serious view of reports being prepared. Industrial Training report covers 30% of the overall marks. The students need to discuss with Organizational Supervisor regarding the project or task that the student will involve. They also need to discuss with the Report Supervisor (SCIMPA) regarding the scope suitability.

Among the key reasons for the students to have focused on report scopes are to:

- i. get the understanding about the project and specific scope the student will get involve;
- ii. strengthen students' understanding of the application of the theories and skills learned and how they could be practiced in the real settings;
- iii. prevent from using the company's confidential information in the report.

The report should consist:

	Content
1.	Introduction
2.	Organization Background
3.	Project Description
4.	Overall Experience
5.	Conclusion

Proposal Writing

A. GENERAL INFORMATION

A proposal is produced by the student to explain about future project in the organization. The proposal must be submitted to the Report Supervisor (SCIMPA) **TWO (2)** weeks after the students registered at the organization. The proposal must be clear, concise and neat, and should be written in either English or Bahasa Malaysia. The maximum number of pages is **10** excluding appendices. The information on the front and last page of the proposal is as shown in Appendix A and B respectively. Student needs to discuss with the Organizational Supervisor (Employer) to determine appropriate project/research. The project/research scope must be agreed by both Organizational Supervisor (Employer) and the Report Supervisor (SCIMPA). The proposal should be signed by the student and approved by the Organizational Supervisor (Refer Appendix B). Please refer to Chapter 5 for the format of the proposal.

B. INFORMATION BY PROGRAMME

BACHELOR OF CREATIVE INDUSTRY MANAGEMENT WITH HONOURS

Proposal Contents

Every student undergoing Industrial Training is required to produce a written proposal within TWO (2) weeks of its commencement. Proposal components are as follows:

- i. Introduction
- ii. Organization background
- iii. Project to be implemented
- iv. Project Planning
- v. Summary
- vi. References (using APA style)
- vii. Appendix (if any)

Note:

To meet this goal, students are asked to discuss with your Organization Supervisor on the project scope.

Logbook Writing

GENERAL INFORMATION

Logbook Requirements

During Industrial Training, students are required to record their daily activities at the organization. Students are advised to always keep the record updated daily. Logbook must be approved by the Organizational Supervisor by signing each sheet of the book.

Logbook must be filled each day by the students. The purposes of writing a logbook are to:

- i. facilitate the students to **reflect** on the activities that have been carried out
- ii. enable the students to learn and improve their performance based on their given tasks in the organization
- iii. enable supervisors to monitor the student's learning activities and to advise him/her whenever necessary

Among the things that need to be recorded in the logbook are:

- i. Date, day and time of the activities - it should be clearly stated and in correct sequence.
- ii. Location, type and purpose of the activity.
- iii. Personnel who deal with the students- whether from the organization or client.
- iv. Organizational Supervisor (Employer) remarks on the reported activities.

Sample of Logbook Writing

Day/Date: Monday, 14 August 2017

Activities:

Involve in a documentary shooting.

- *Learn how to set up the camera and other equipments and tools involves.*
- *Being given the chance to handle Panasonic GH4 and GoPro Hero 4 Black.*

Additional notes:

The preparation of logbook must be in sequence and not only depends on the day, but maybe if the day students are required to be in a separate unit, it should be recorded in the unit's activities.

4.3 Additional Information

- i. Logbook's template can be downloaded from CAS website.
- ii. Students are required to submit hardcopy of logbook to be reviewed and signed by the Organizational Supervisor (Employer) at least once a week.
- iii. Make sure the activities recorded in the logbook are written neatly.

CHAPTER
5

Final Report Writing

A. GENERAL INFORMATION

The Industrial Training final report is one of the required components. The report must follow the defined specifications. The report must be prepared by the student based on their project/research and experience during Industrial Training. The report will be evaluated by the Report Supervisor (SMTC). Students who fail to submit the final report within the timeframe will be given **Incomplete Grade (TL)**. Any application for TL grade must get the Report Supervisor's approval. After 8 weeks, student will be given **F** grade if he/she fails to submit the final report (please refer to general Industrial Training regulation for TL grade).

B. INFORMATION BY PROGRAMME

BACHELOR OF CREATIVE INDUSTRY MANAGEMENT WITH HONOURS



5.1 Report Writing Guidelines

The Industrial Training final report should be written either in Bahasa Malaysia or English. The report should not exceed **50 printed pages** excluding appendices. The entire final report must be consistent and uniform. Please refer Chapter 6 for the format of the report.

5.2 Final Report Contents

The final report consists of THREE (3) main parts which are:

- Section I: Report Introduction
- Section II: Body of the report
- Section III: References/Bibliography and Appendices

All of these three main parts must be organized and given page number accordingly based on the following table:

Section	Order	Item	Page Numbering
I	1	Title Page	<i>No page number</i>
	2	Declaration	
	3	Acknowledgement	
	4	Disclaimer	

	5	Executive Summary	Using Roman small letters (starting with iii)
	6	Table of Contents	
	7	List of Tables	
	8	List of Figures	
	9	Abbreviations	
II	10	Body of Report <ul style="list-style-type: none"> • Chapter 1: Introduction (including organizational background) • Chapter 2: Project Description • Chapter 3: Overall Experience • Chapter 4: Conclusion 	Using number (starting with number 1)
III	11	References/Bibliography	
	12	Appendices	

5.2.1 SECTION I: Report Introduction

The report introduction consists of several components (or pages) including title page, declaration, acknowledgement, disclaimer, executive summary/abstract, table of contents, list of tables, list of figures and abbreviations.

i) Title Page (refer Appendix D)

This page consists of the following information:

- (i) Full project title (middle of the page)
- (ii) Place of Industrial Training (bottom of the page)

The title must explain the main project and the maximum length is up to 15 words.

ii) Declaration (refer Appendix E)

This page consists of the following items:

- i. Short declaration statement and course code (at the top page)
- ii. Student's name and matric number (in the middle of the page)

iii) Acknowledgement

This page contains the acknowledgement to all parties (individuals or institutions) who assist in the project implementation. The acknowledgement must be simple and concise.

iv) Disclaimer (refer Appendix F)

This page contains statement to claim validity and copyright of the report contents. Student needs to write down the student's name and matric number.

v) Executive Summary (Abstract)

Executive Summary is the essence of the whole report and needs to be given a special attention as main text. References should not be cited in the Executive Summary, but **if it is necessary**, use footnote. Avoid from using any abbreviations or acronyms.

Executive Summary should **not exceed 300 words**. It must contain fact-specific issues, a brief explanation of the project; main findings including the facts that are significant (or not) and conclusion. This summary should be typed in single spacing in only one page, and one paragraph.

Example:

Online management system is one of a web-based application that could help organizations in enhancing their productivity, encouraging greater customer participation, and enabling mass customization, besides reducing costs. Online management system or electronic management can be defined as a process to manage data, information and making communication through the Internet. The process could be implemented in different categories of technology such as real-time system, web-based system, and mobile applications. Thus, the journal management system has great potential to be integrated with the web application. With the need for faster publishing process and complexity of management process, an online management system for journal is proposed.

vi) Table of Contents

Table of Contents should follow the order, with relevant page number, all section and sub-section, topic and sub-topic; list of references, acronyms and others overall report function; appendices and indices (if any).

TABLE OF CONTENTS	
Title Page	i
Declaration	ii
Acknowledgement	iii
Disclaimer	iv

vii) List of Tables

This list contains all table titles exactly like in the text. Information that needs to be included is table number, title and page number.

Example:

List of Tables

Table No.	Caption	Page
Table 1.1	List of computer	2
Table x.x

viii) List of Figures

This list includes graphs, figures, maps and other illustrations. The title of figures must follow the captions of figures in the report. The information must have figure number, title and page number.

Example:

List of Figures

Figure No.	Caption	Page
Figure 1.1	Organization Chart	5
Figure 1.2

ix) List of Abbreviations

This list includes all the abbreviations used in the report. The information must have the abbreviation and the meaning of the abbreviation.

Example:

List of Abbreviations

WWW	World Wide Web
HTML	Hyper Text Mark-up Language

5.2.2 SECTION II: Body of Report

Report contents should consist of four main chapters namely Introduction, Project Description, Overall Experience and Conclusion. At the end of each chapter (except chapter conclusion), a summary of the chapter should be provided to formulate ideas/body of the chapter. The following is the breakdown of the report:

Chapter 1: Introduction

- 1.1 Organization Background
- 1.2 Organization Business
- 1.3 Chapter Summary

Chapter 2: Project Description

- 2.1 Project Introduction
 - 2.1.1 Problem Statement
 - 2.1.2 Project Objective
 - 2.1.3 Project Scope
 - 2.1.4 Significance of Project
- 2.2 Methodology (if necessary)
- 2.3 Involvement/Technical description
- 2.4 Explanation for deliverables
- 2.5 Reflection on the project/tasks that has/have been carried out
- 2.6 Weaknesses and Recommendation
- 2.7 Chapter Summary

Chapter 3: Overall Experience

- 3.1 Other Assignment in the Organisation
 - 3.1.1 List of Tasks
 - 3.1.2 Industrial Training Problem
- 3.2 Overall Reflection
- 3.3 Industrial Training Effectiveness
 - 3.3.1 Industrial Training Objectives Achievement
 - 3.3.2 Learning Outcome during Industrial Training
- 3.4 Recommendation and Suggestion
- 3.5 Chapter Summary

i) Chapter 1: Introduction

Introduction should include two main topics; the organization background and an overall observation of the entire organization. Organization background contains basic information such as a brief organization history, management, objective, organization mission and vision. Overall observation covers overall aspect of organization specialization and roles. Discussion of related topics should not exceed two pages each respectively.

ii) Chapter 2: Project Description

Chapter 2 covers detail explanation on the MAIN project. This chapter explains in detail the involvement of the student in the project according to the production phase. The explanation should come together with related deliverables such as the storyboard and script, screen capture of the system, event picture etc. Media Interactive projects may include description on the design of the system and the technical specification.

For this section, student should write up on the **reflection** of what they have learnt and experienced during the execution of the project/tasks.

iii) Chapter 3: Overall Experience

Chapter 3 aims to report the activities or other project (besides the main project as reported in Chapter 2) throughout the Industrial Training. In this chapter, relevant activities/projects should be listed and explained clearly. Students also need to report any problem encountered throughout the Industrial Training.

In addition, students need to explain whether the Industrial Training has achieved its objectives. This chapter should also include a section on **reflection** whereby the student learning outcomes/experiences based on their practicum experiences being clearly explained in detail. Students may highlight or provide feedback on the effectiveness of the knowledge they have gained from the program in helping them undergo the industrial training.

iv) Chapter 4: Conclusion

Conclusion is the summation of all chapters. Students need to provide clear and solid conclusion that reflects project done during the Industrial Training.

Note:

In this chapter, explanation/description on how the Industrial Training meets the objective should be included.

5.3.2.3 SECTION III: References/Bibliography and Appendices

Section III covers the provision of list of bibliography and appendices. Both items are important to provide readers with a referral or obtain additional declaration on the matter.

i) References/Bibliography

Bibliography should follow the provided format and style. Please refer to Chapter 7 for examples.

ii) Appendices

If any, appendices need to be attached after the references. Details of the attachment should be listed in the table of contents. Page number is needed in every appendix. If there is more than one, use letter A, B, C, and D at the beginning of the title of each appendix. Every new appendix must start with new page. Some good examples for appendices are:

- Storyboard
- Script
- User manual
- Flow chart
- Gantt chart/project planning
- Source code
- Organization chart, etc.

Proposal & Final Report Format

GENERAL INFORMATION

Industrial Training proposal and final report must be prepared and typed clearly. Writing format for both proposal and final report must be standardized based on the format given.

6.1 Font Type and Size

Use *Times New Roman*. Specifications include:

- (i) Font size 12 for the text including the main topics. The main topics must be written in uppercase (capital letter) and should be bold.
- (ii) The font size for subtopics is also 12. Write the subtopics in title case and bold.

Example:

1.0 MAIN TOPIC

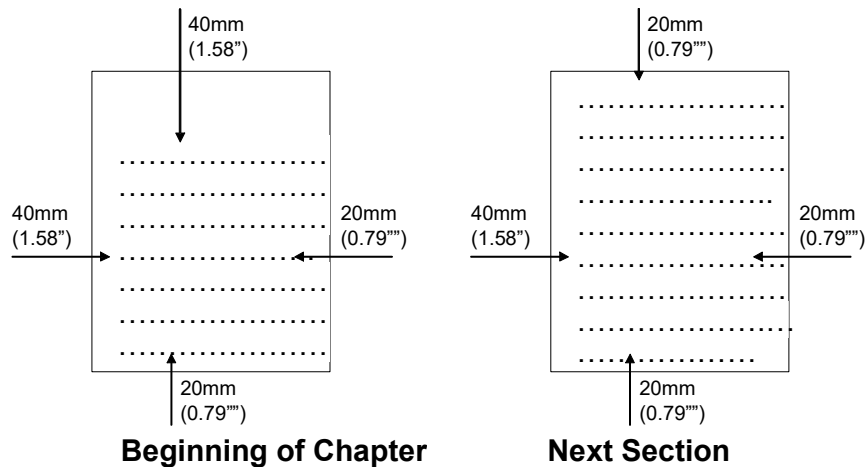
1.1 Subtopic

1.1.1 More Sub-subtopics

- (iii) Font size for captions on tables and figures is 10.
- (iv) Use word processor that can give you a standard typing format.
- (v) The usage of headers and footers is not allowed.

6.2 Margin

Margin on the left hand side of the report is 40mm (1.58") and 20mm (0.79") on the right, top and bottom side; except for the beginning of the chapter, where the top margin must be at least 40mm (1.58").



6.3 Heading and Subheading

Use a consistent numbering format (refer to the example below). The position of the subtopics must align with the main topics (no indentation is needed).

Example:

1.0 MAIN TOPIC	... Level 1
1.1 Subtopic for 1.0	... Level 2
1.1.1 Proportion of Subtopic 1.1	... Level 3
a) Proportion for 1.1.1	... Level 4
i) Proportion for a)	... Level 5

Note: Please refer to the Technical Report Writing text book or any academic writing books.

6.4 Spacing

Proposal must be typed in single spacing, whereas the final report must be typed in 1.5 spacing. The main section (chapter) must begin on a new page.

The following item must be typed in single spacing in the final report:

- (i) Foot note
- (ii) Quotation that exceeds three lines
- (iii) References
- (iv) Table
- (v) Appendices, e.g. questionnaires, letters, etc.

6.5 Paging

- (i) Page numbers must be continuously counted. It should be without any brackets, hyphens or other decorations.
- (ii) Page number before the first chapter of the report must be written using small Roman numbers. No numbering is needed for the Title Page.
- (iii) The page numbering starts from the first page of the first chapter of the report.

6.6 Table and Figure

Tables should be labelled in sequence according to the chapter/section in the report and written in title case. The caption for a table is written at the top of the table. The format is as follows:

Table <Chap>.<Table No>:<Name/Table Topic>

Example:

Table 5.1: Tabulation of Computer Users in Malaysia's Northern States

	Perlis	Kedah	Penang
1995	1000	1200	2971
1996	1500	1800	3654
1997	1572	1890	3985
1998	1602	1906	4576
1999	1680	1950	4867
2000	1750	2103	6514
2001	1890	2500	7514
2002	1990	2530	8245
2003	2504	2641	9987

Based on the above example, the caption for the table begins with "**Table 5.1**" which shows that the table is the **first** table in Chapter **5**.

The same goes for figures except that the caption for a figure is written at the bottom of the figure. The format is as follows:

Figure <Chap>.<Figure No>:<Name/Figure Topic>

Example:

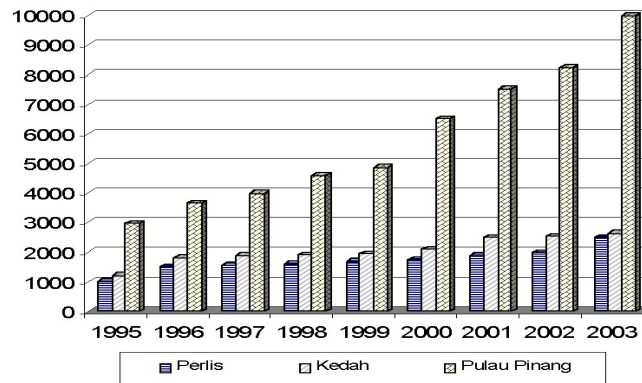


Figure 1.2: Availability of Computers in Malaysia's Northern States

Based on the above example, the caption for the figure begins with "**Figure 1.2**" which shows that the figure is the **second** figure in Chapter **1**.

Reference Format and Style

GENERAL INFORMATION

All references must be relevant, cited and placed after **the final chapter of the report**. Each reference must be consistent and follow the writing practices procedures below:

- Each entry must start at the left margin with the second line indented four spaces and in single spacing (refer example).
- If there are more than two works by one author, the repetition name can be avoided by replacing with continuous line throughout 8 column (space) start at left margin.
- If the author is unknown, the entries are arranged according alphabetically (excluding “The”, “A” and others).

7.1 Citation in the Text

Entries in the reference should follow one of the following formats:

- **IEEE/ACM format** (<http://standards.ieee.org/guides/style/>) **for BSc. (Hons) MM**
OR
- **APA format** (<http://www.apastyle.org/>) **for any programme**

7.2 IEEE/ACM Format

In IEEE/ACM format, citing the reference is made by referring its referred number. Each of the relevant reference must be enclosed in square bracket, e.g. [1] or [25], positioned at the same line in the text, with a space before the bracket. Each number must correspond to the numbered reference containing publication information about the source cited. Once a source has been cited, the same number is used in all subsequent references.

Examples of the citation are as follow:

"...seperti dalam kajian [13]."
"This theory was first put forward in 2008 [1]."
"John [12] has argued that....."
"Several recent studies [3, 4, 15, 16] have suggested that..."
"A few researchers [1]-[5] basically agreed that ..."
"For example, see [7]."

If citing more than one source at a time, list each reference number separately with a comma or dash. For example:

[1], [3], [5] or [1, 3, 5]
[1] - [5] or [1-5]

List of reference must be provided at the end of the report based on the order of citation used in the text, not in alphabetical order. **One reference number is for one reference.**

The reference format is based on different types of references. The examples of IEEE/ACM style format are as follows:

1. Printed Documents

General format:

[#]Author/editor, A. A., *Title: Subtitle* (in italics), Edition (if not the first), Vol.(if a multivolume work). Place of publication: Publisher, Year, page number(s) (if appropriate).

Single Author

[1] Chen, W.-K., *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123-135.

Edited Work

[2] Sarunyagate, D., Ed., *Lasers*. New York: McGraw-Hill, 1996.

Later Edition

- [3] DeMers, M. N., *Fundamentals of Geographic Information Systems*, 3rd ed. New York: John Wiley, 2005.

More than one Author

- [4] Jordan, T., and Taylor, P. A., *Hactivism and Cyberwars: Rebels with a cause?* London: Routledge, 2004.
- [5] Gelinas, U. J., Jr., Sutton, S. G., and Fedorowicz, J., *Business processes and information technology*. Cincinnati: South-Western/Thomson Learning, 2004.

Many Authors

- [6] Hayes, R., Pisano, G., Upton, D., and Wheelwright, S., *Operations, Strategy, and Technology: Pursuing the competitive edge*. Hoboken, NJ: Wiley, 2005.

Series

- [7] Bell, M., et al., *Universities Online: A survey of online education and services in Australia*, Occasional Paper Series 02-A. Canberra: Department of Education, Science and Training, 2002.

Corporate Author (i.e. a company or organization)

- [8] World Bank, *Information and Communication Technologies: A World Bank group strategy*. Washington, DC: World Bank, 2002.

Complete Conference Proceeding

- [9] van Weert, T. J., and Munro, R. K., Eds., *Informatics and the Digital Society: Social, ethical and cognitive issues: IFIP TC3/WG3.1&3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany*. Boston: Kluwer Academic, 2003.

Unpublished Conference Proceeding

- [10] Nimr, H. A., "Defuzzification of the outputs of fuzzy controllers," presented at 5th International Conference on Fuzzy Systems, Cairo, Egypt, 1996.

Government Publication

- [11] Australia. Attorney-Generals Department. *Digital Agenda Review*, 4 Vols. Canberra: Attorney- General's Department, 2003.

Manual

- [12] Bell Telephone Laboratories Technical Staff, *Transmission System for Communications*, Bell Telephone Laboratories, 1995.

Catalogue

- [13] Catalog No. MWM-1, *Microwave Components*, M. W. Microwave Corp., Brooklyn, NY.

Application Notes

[14] Hewlett-Packard, Appl. Note 935, pp. 25-29.

Note: This type of reference are not italicized or capitalized. Capitalized is only for the first word of a report.

Technical Report

[15] Elliott, K. E., and Greene, C. M., "A local adaptive protocol," Argonne National Laboratory, Argonne, France, Tech. Rep. 916-1010-BB, 1997.

Patent/Standard

[16] Kimura, K., and Lipeles, A., "Fuzzy controller component" U. S. Patent 14,860,040, December 14, 1996.

Thesis or Dissertation

[17] Zhang, H., "Delay-insensitive networks," M.S. thesis, University of Waterloo, Waterloo, ON, Canada, 1997.

[18] Dixon, M. W., "Application of neural networks to solve the routing problem in communication networks," Ph.D. dissertation, Murdoch University, Murdoch, WA, Australia, 1999.

Note: The first letter in the title of a book or conference and word of a subtitle must be capitalized.

2. Part of the Book

Parts of a book means chapter or edited work from collective of individual author/s work but are included as a collection or textbook edited by others.

General format:

[#]Author of Part, A. A., "Title of chapter or part," in *Title: Subtitle of book*, Edition, Vol., A. Editor Ed. Place of publication: Publisher, Year, pp. inclusive page numbers.

Note: Capitalize only the first letter of an article or a book chapter.

Single Chapter from Edited Work

[1] Young, G. O., "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.

Conference or Seminar Paper

[2] Osifchin, N., and Vau, G., "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference*, 1997, pp. 9-16.

Article in an Encyclopedia

- [3] Strimpel, O. B. R., "Computer graphics," in *McGraw-Hill Encyclopedia of Science and Technology*, 8th ed., Vol. 4. New York: McGraw-Hill, 1997, pp. 279-283.

3. Journal Articles

General format:

[#] Author of article, A. A., "Title of article," *Title of Journal*, vol. #, no.#, pp. page number/s, Month year.

Examples :

- [1] Duncombe, J. U., "Infrared navigation - Part I: An assessment of feasibility," *IEEE Trans. Electron. Devices*, vol. ED-11, pp. 34-39, Jan. 1959.
- [2] Liu, G., Lee, K. Y., and Jordan, H. F., "TDM and TWDM de Bruijn networks and shufflenets for optical communications," *IEEE Trans. Comp.*, vol. 46, pp. 695-701, June 1997.
- [3] Qamber, I. S., "Flow graph development method," *Microelectronics Reliability*, vol. 33, no. 9, pp. 1387-1395, Dec. 1993.
- [4] Miller, E. H., "A note on reflector arrays," *IEEE Transactions on Antennas and Propagation*, to be published.

Note: Phrase *et al.* means "and others."

4. Electronic Document

E-books

General format:

[#] A. Author. *Title of E-book*. Place: Publisher, Date of original publication. [Format] Available: Source.

Standard Electronic Documents

- [1] Eckes, T., *The Developmental Social Psychology of Gender*. Mahwah NJ: Lawrence Erlbaum, 2000. [E-book] Available: netLibrary e-book.

Article in Online Encyclopedia (e.g. Wikipedia.org)

- [2] Ince, D., "Acoustic coupler," in *A Dictionary of the Internet*. Oxford: Oxford University Press, 2001. [Online]. Available: Oxford Reference Online, <http://www.oxfordreference.com>. [Accessed: May 24, 2005].
- [3] Nance, W. D., "Management information system," in *The Blackwell Encyclopedic Dictionary of Management Information Systems*, G.B. Davis, Ed. Malden MA: Blackwell, 1999, pp. 138-144. [E-book]. Available: NetLibrary e-book.

e-Journals

General format:

[#] A. Author, "Title of Article," *Title of Journal*, vol., no., p. page numbers, month year. [Format]. Available: Database Name (if appropriate), internet address. [Accessed date of access].

Standard e-Journals

[1] Kimour, M. T., and Meslati, D., "Deriving objects from use cases in real-time embedded systems," *Information and Software Technology*, vol. 47, no. 8, p. 533, June 2005. [Abstract]. Available: ProQuest, <http://www.umi.com/proquest/>. [Accessed May 12, 2005].

Journal Article from Online Full-text Database

[2] Edwards, H. K., and Sridhar, V., "Analysis of software requirements engineering exercises in a global virtual team setup," *Journal of Global Information Management*, vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Academic OneFile, <http://find.galegroup.com>. [Accessed May 31, 2005].

Journal Article from a Scholarly Journal

[3] Altun, A., "Understanding hypertext in the context of reading on the web: Language learners' experience," *Current Issues in Education*, vol. 6, no. 12, July 2003. [Online]. Available: <http://cie.ed.asu.edu/volume6/number12/>. [Accessed Dec. 2, 2004].

Journal Article from e-Journal Subscription

[4] Eilers, P. H. C., and Goeman, J. J., "Enhancing scatterplots with smoothed densities," *Bioinformatics*, vol. 20, no. 5, pp. 623-628, March 2004. [Online]. Available: www.oxfordjournals.org. [Accessed Sept. 18, 2004].

Newspaper article from Online Database

[5] Riley, J., "Call for new look at skilled migrants," *The Australian*, p. 35, May 31, 2005. Available: Factiva, <http://global.factiva.com>. [Accessed May 31, 2005].

Newspaper Article from the Internet

[6] Wilson-Clark, C., "Computers ranked as key literacy," *The West Australian*, para. 3, March 29, 2004. [Online]. Available: <http://www.thewest.com.au>. [Accessed Sept. 18, 2004].

5. Internet Document

General format:

[#] Author, A., "Document title," *Webpage name*, Source/production information, Date of internet publication.[Format]. Available: URL. [Accessed: Date of access].

Professional Internet Site

[1] European Telecommunications Standards Institute, "Digital Video Broadcasting (DVB): Implementation guidelines for DVB terrestrial services; transmission aspects," *European Telecommunications Standards Institute*, ETSI TR-101-190, 1997. [Online]. Available: <http://www.etsi.org>. [Accessed: Aug. 17, 1998].

Personal Internet Site

[2] Sussman, G., "Home page - Dr. Gerald Sussman," July 2002. [Online]. Available: <http://www.comm.pdx.edu/faculty/Sussman/sussmanpage.htm> [Accessed: Sept. 12, 2004].

General Internet Site

[3] Gerald, J., "Sega Ends Production of Dreamcast," *vnunet.com*, para. 2, Jan. 31, 2001. [Online]. Available: <http://nl1.vnunet.com/news/1116995>. [Accessed: Sept. 12, 2004].

Internet Document, with No Author Given

[4] "A 'layman's' explanation of Ultra Narrow Band technology," Oct. 3, 2003. [Online]. Available: <http://www.vmsk.org/Layman.pdf>. [Accessed: Dec. 3, 2003].

6. Non-Book Formats

General format:

[#] Person, A. A., Responsibility (if appropriate), *Title: Subtitle*. [Format]. Special credits (if appropriate). Place of publication: Publisher, Year.

Podcasts

[1] Brown, W., and Brodie, K., Presenters, and P. George, Producer, "From Lake Baikal to the Halfway Mark, Yekaterinburg", *Peking to Paris: Episode 3*, Jun. 4, 2007. [Podcast television programme]. Sydney: ABC Television. Available: <http://www.abc.net.au/tv/pekingtoparis/podcast/pekingtoparis.xml>. [Accessed Feb. 4, 2008].

Other formats:

Microforms

- [2] W. D. Scott & Co, *Information Technology in Australia: Capacities and opportunities: A report to the Department of Science and Technology*. [Microform]. W. D. Scott & Company Pty. Ltd. in association with Arthur D. Little Inc. Canberra: Department of Science and Technology, 1984.

Computer Games

- [3] *The Hobbit: The prelude to the Lord of the Rings*. [CD-ROM]. United Kingdom: Vivendi Universal Games, 2003.

Software

- [4] Thomson ISI, *EndNote 7*. [CD-ROM]. Berkeley, Ca.: ISI ResearchSoft, 2003.

Video Recording

- [5] Rogers, C., Writer and Director, *Grrls in IT*. [Videorecording]. Bendigo, Vic. : Video Education Australasia, 1999.

7.3 APA Format (6th Edition)

The examples of APA style format are as follows:

Book, one author

McKibben, B. (1992). *The age of missing information*. New York, NY: Random House.

Book, multiple authors

Larson, G. W., Ellis, D. C., & Rivers, P. C. (1984). *Essentials of chemical dependency counseling*. New York, NY: Columbia University Press.

Edited book (editor in place of author)

Inness, S. A. (Ed.). (1998). *Delinquents and debutantes: Twentieth-century American girls' cultures*. New York, NY: New York University Press.

Journal Article (continuous pagination throughout volume), more than seven authors:

Caselli, D., Carraro, F., Castagnola, E., Ziino, O., Frenos, S., Milano, G. M., . . . Aric, M. (2010). Morbidity of pandemic H1N1 influenza in children with cancer. *Pediatric Blood & Cancer*, 55, 226-228. doi:10.1002/pbc.22619

Journal Article (paginated by issue):

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36. doi:10.1037/1061-4087.45.2.10

Magazine Article:

Bower, B. (2008, Feb. 9). Dawn of the city: Excavations prompt a revolution in thinking about the earliest cities. *Science News*, 173(6), 90-92. Retrieved from

<http://www.sciencenewsmagazine.org/>

Newspaper Article:

Heinlein, G. (2007, July 24). Michigan smoking ban takes big step. *Detroit News*. Retrieved from <http://www.detnews.com>

Online Video & Audio - YouTube-type Video Blog Post (Note that titles are not italicized)

Goyen, A. (2007, February 22). Downtown Marquette dog sled races [Video file]. Retrieved from <http://www.youtube.com/watch?v=gW3CNCGGgTY>

Video Webcast from Television Series Single Episode ABC News (Producer). (2007, September 21). Dying professor's lecture of a lifetime [Video webcast]

[Television series episode]. In *Good Morning America. Person of the Week*. Retrieved from <http://abcnews.go.com/GMA/PersonOfWeek/Story?id=3633945&page=1>

Audio Podcast

Charney, T. (Producer). (2007). *Ashes to hope: Overcoming the Detroit riots. U.P. Family Still Struggles to Deal With Pressure of '67 Riot* [Audio podcast]. Retrieved from <http://www.michiganradio.org/>

7.4 Preparing Reference List

The reference list should appear after the final chapter of the report on a new page. The title *Reference* should be at the top of the page either on the left or middle where the entries should be in numerical sequence order. For example¹:

REFERENCES

- [1] Rezi, A., &Allam, M., "Techniques in array processing by means of transformations, " in *Control and Dynamic Systems*, Vol. 69, Multidemsional Systems, C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.
- [2] Young, G. O., "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.
- [3] Hemmington, S. M., *Soft Science*. Saskatoon: University of Saskatchewan Press, 1997.
- [4] Osifchin, N., &Vau, G., "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference*, 1997, pp. 9-16.
- [5] Sarunyagate, D., Ed., *Lasers*. New York: McGraw-Hill, 1996.
- [6] Strimpel, O. B. R., "Computer graphics," in *McGraw-Hill Encyclopedia of Science and Technology*, 8th ed., Vol. 4. New York: McGraw-Hill, 1997, pp. 279-283.
- [7] W. D. Scott,& Co, *Information Technology in Australia: Capacities and opportunities: A report to the Department of Science and Technology*. [Microform]. W. D. Scott & Company Pty. Ltd. in association with Arthur D. Little Inc. Canberra: Department of Science and Technology, 1984.
- [8] "A 'layman's' explanation of Ultra Narrow Band technology," Oct. 3, 2003. [Online]. Available: <http://www.vmsk.org/Layman.pdf>. [Accessed: Dec. 3, 2003].

¹The example uses IEEE type of referencing style

Proposal & Final Report Submission Procedures

GENERAL INFORMATION

8.1 Proposal Submission

Completed and approved proposal endorsed by the Organizational Supervisor (Employer) should be submitted to the Report Supervisor (SCIMPA). The submission of the Industrial Training proposal should either be in printed form (hard copy) or softcopy (scanned and emailed) **TWO (2) weeks** after the Industrial Training begins.

8.2 Final Report Submission

Students must submit a report draft within 1 month before the Industrial Training ends to be reviewed. The report should be complete and neat. The Report Supervisor will provide feedback before returning the report to the student. Students must correct the report based on the Report Supervisor's feedback. Students need to reprint the report and submit it to the Report Supervisor.

For final submission, students must provide **TWO (2)** copies of the final report. Students need to submit **ONE (1)** copy (combined with **blue cover**) to the Report Supervisor (SCIMPA) and **ONE (1)** hard binded cover (**dark blue/blue black**) to the Programme Coordinator of the School within **TWO (2) weeks** after the completion of the Industrial Training.

Bibliography

American Psychology Association (APA) Style

(n.d).Retrievedfrom<http://www.apastyle.org/learn/index.aspx>

Graffox, D. (2009). *IEEE Citation*

Reference.Retrievedfrom<http://www.ieee.org/documents/ieeecitationref.pdf>

IEEE Editorial Style Manual (n.d.). Retrieved from

<http://www.ieee.org/documents/stylemanual.pdf>

Peraturan Praktikum (n.d). Universiti Utara Malaysia, MajlisPraktikum.

SCIMPA Industrial Training Committe (2017). *SCMX3912 Industrial Training* [Syllabus].

School of Creative Industry Management & Performing Arts (SCIMPA),
Universiti Utara Malaysia.

A

Cover of the Proposal



Pusat Pengajian
Pengurusan Industri Kreatif
dan Seni Persembahan
SCHOOL OF CREATIVE INDUSTRY MANAGEMENT AND PERFORMING ARTS
Universiti Utara Malaysia

SCHOOL OF CREATIVE INDUSTRY MANAGEMENT AND PERFORMING ARTS
COLLEGE OF ARTS AND SCIENCES
UNIVERSITI UTARA MALAYSIA

SCMX3912 INDUSTRIAL TRAINING

SEMESTER _____ SESSION _____ / _____

PROPOSAL

TITLE

STUDENT	
Name	
Matric No	
Email	
Mobile No	
ORGANIZATION	
Name	
Address	
ORGANIZATIONAL SUPERVISOR (EMPLOYER)	
Name	
Telephone	
Fax	

B

Last Page of the Proposal

<p>Prepared by:</p> <table border="1"><tr><td><p>Student's signature</p><hr/></td><td><p>Date:</p></td></tr></table>		<p>Student's signature</p> <hr/>	<p>Date:</p>		
<p>Student's signature</p> <hr/>	<p>Date:</p>				
<p>Endorsed by:</p> <table border="1"><tr><td><p>Organizational Supervisor's signature</p><hr/></td><td><p>Date:</p></td></tr><tr><td><p>Company Stamp:</p></td><td></td></tr></table>		<p>Organizational Supervisor's signature</p> <hr/>	<p>Date:</p>	<p>Company Stamp:</p>	
<p>Organizational Supervisor's signature</p> <hr/>	<p>Date:</p>				
<p>Company Stamp:</p>					

Cover of Final Report (Soft Cover)

PROJECT TITLE

STUDENT'S NAME

**SCHOOL OF CREATIVE INDUSTRY MANAGEMENT
AND PERFORMING ARTS
COLLEGE OF ARTS & SCIENCES
UNIVERSITI UTARA MALAYSIA
MONTH YEAR**

D

Patio (Front) Page

PROJECT TITLE

ORGANIZATION NAME

TOWN/STATE

Declaration

This report is presented to fulfil the requirement of
SCMX3912 Industrial Training

By:

<STUDENT NAME>

<MATRIC NO>

School of Creative Industry Management and Performing Arts
College of Arts and Sciences
Universiti Utara Malaysia

Disclaimer

SCHOOL OF CREATIVE INDUSTRY MANAGEMENT AND
PERFORMING ARTS
COLLEGE OF ARTS AND SCIENCES

Month and year report submitted
(example: AUGUST 2017)

DISCLAIMER

SCMX3912 INDUSTRIAL TRAINING

I am responsible for the accuracy of all opinion, technical comment, factual report, data, figures, illustrations and photograph highlighted in this report. I bear full responsibility that the report submitted has been reviewed and subject to copyright or ownership rights. Universiti Utara Malaysia will not bear any liability for the accuracy of any comment, report, and other technical and factual information and the copyright or ownership right claims.

<Student's Name>

<Matric No>

Cover of Final Report (soft cover)
to be submitted to supervisor



**Pusat Pengajian
Pengurusan Industri Kreatif
dan Seni Persembahan**
SCHOOL OF CREATIVE INDUSTRY MANAGEMENT AND PERFORMING ARTS
Universiti Utara Malaysia

SCMX3912 INDUSTRIAL TRAINING

INDUSTRIAL TRAINING REPORT
SEMESTER _____ SESSION _____ / _____

<PROJECT TITLE>

BY:


<STUDENT'S NAME>

SCHOOL OF CREATIVE INDUSTRY MANAGEMENT
AND PERFORMING ARTS
COLLEGE OF ARTS AND SCIENCES



CD Cover

12.1 CM



**Pusat Pengajian
Pengurusan Industri Kreatif
dan Seni Persembahan**
SCHOOL OF CREATIVE INDUSTRY MANAGEMENT AND PERFORMING ARTS

Universiti Utara Malaysia

<<PROJECT TITLE>>

SCMX3912 INDUSTRIAL TRAINING

PREPARED BY:
<STUDENT'S NAME>
<MATRIC NO>

SUPERVISOR:
<REPORT SUPERVISOR'S NAME>

SEMESTER _____ SESSION _____ / _____
YEAR

12.5 CM