

Academic Supervisor (AS)

RESPONSIBILITY	DOCUMENTS INVOLVE
1. Ensuring students are placed at the Industrial training organization approved by the Industrial Training Unit.	<ul style="list-style-type: none"> ▪ Organizational Reply Form ▪ Letter of Proclamation Form ▪ Report Duty of Notification Form
2. Maintain communication with students and Industrial Supervisor throughout the duration of the internship period	<ul style="list-style-type: none"> ▪ Students Observation Form <i>(prepare a proper report for any issues on student)</i>
3. Monitoring and evaluating the student's log report	<ul style="list-style-type: none"> ▪ Daily Task Report Sheet
4. Develop and maintain good rapport with the Host Companies.	-
5. Facilitating and guiding the students during the Industrial training.	<ul style="list-style-type: none"> ▪ Guidelines-Responsibility-Flowchart ▪ Final Report Guidelines
6. Discussing with the Industrial Supervisors concerning the training program.	-
7. Visiting the organization to monitor and evaluate the students as well as completing the appropriate form.	<ul style="list-style-type: none"> ▪ Site Visit/Call KPTM Supervisor Form ▪ Industrial Supervisor Report Form <i>(print by students for their Industrial Supervisor)</i>
8. Evaluate the students' presentation in college	<ul style="list-style-type: none"> ▪ Viva Presentation Form
9. Evaluate the student's performance.	<ul style="list-style-type: none"> ▪ Course Planner ▪ Site Visit/Call Academic Supervisor Report marks ▪ Industrial Supervisor Report marks ▪ Viva Presentation marks. ▪ Final Report with Daily Task Report
10. Key-in student's result.	<ul style="list-style-type: none"> ▪ Campus Management System (CMS)
11. Provide recommendations for the Industrial training improvements.	-