LI Calendar Checklist

Sem _____ Session _____

SVI	Supervisor - Industry	PIC	PIC Program
PA	Academic Advisor	SVF	Supervisor - Faculty

Name: _____   **Matric No:** _____

NO	ACTIVITY	SYSTEM/FORM	PROCESS FLOW	TIME
1	Attend the LI Briefing 1 (Placement) - login with UTeM's email.	Ms. Teams	-	4 months before LI
2	Starts finding the companies.	-	-	After LI Briefing 1
3	Activation account by the PIC (Person in charge by Program) based on the attendance list from LI Briefing 1. **Alerts PIC if drop/fail LI in the previous semester.	SILI	-	After LI Briefing 1
4	Apply for Companies	SILI	LI1	After LI Briefing 1
5	LI Courses Pre-registration. Contact PA BITU 3926 – 6 credit BITU 3946 – 6 credit	SMP	-	Week 12 – 14
6	Placement Status: If no, inform PIC	-	-	Dateline: one month before LI starts
7	Attend LI Briefing 2 (Supervision) - login with UTeM's email · What to do before, during and after LI	Ms. Teams	-	Dateline: one month before LI starts
8	Updates Offer Status from the company.	SILI	LI2	Dateline: 2 weeks before LI
9	Process the Offer (review on a weekly basis)	SILI	LI3	Dateline: 1 week before LI
10	Download All LI Forms and Guidelines	ULearn - LI Coursepage	-	Before LI Starts
11	Starts LI at the company. (Latest date to start LI - 3rd week) *Update latitude & longitude of the company in WebLI Report Duty Confirmation (Form A and Form B (if applicable))		LI4 *LI4a	Week 1 – 2
12	Late LI Registration (if not yet register). Contact PA. BITU 3926 – 6 credit BITU 3946 – 6 credit	SMP	-	Week 1 – 2
13	Log Book (a) Weekly Updates for Log Book (b) Sign from SVI - Log book Industrial Attachment Approval	SILI	LI5	(a) Weekly task (b) Early: Week 8, Mid: Week 16, End: Week 24
14	Supervisor Assignment *By week 6, if SVF could not be contacted, refer to the PIC	WebLI, SILI	LI6	Week 3 – 4
15	LI First Visit: Pre-evaluation by SVF ** Contact SVF for the First Visit.	-	-	Week 4 – 7
16	Prepare (a) LI Report Draft (b) Presentation slides	-	LI7	Week 18 – 20
17	LI Second Visit by SVF (LI presentation) ** Contact SVF for the Second Visit date.	-	LI7	Week 20 – 23
18	LI Last Day: (a) Get the signature from SVI for LI documents. (b) Finalize attendance record. (c) Finalize Logbook Industrial Attachment Approval.	-	LI7	Week 24
19	Upload Final Documents	SILI	LI8	Week 25
20	Upload the LI Report	ULearn - LI Coursepage	LI8	Week 25
21	Answer LI End of Semester Survey and Exit Survey	Ms. Forms	LI8	Week 25

SYSTEM	DESCRIPTION	ACTIONS
LI **SILI : https://portal.utem.edu.my/iutem/**	Internship application process and Log Book	Before LI: Create Resume, Print Letters (Introductory , Rejection, Acceptance, Report Duty) During LI: Upload Form A / B, Logbook End LI: Upload SVI Approval Form, Attendance
WebLI : https://webli.apptech.my/Main/Main.php	Supervision details	Contact SVF
Ulearn : https://ulearn-ictm.utem.edu.my/ BITU3926/46 INDUSTRIAL TRAINING	Announcement, Download all general LI documents, Report Submission	Before LI : Download all LI documents End LI: Upload Final Report, Answer TWO (2) Surveys
Ms. Teams	LI Briefing	Record Attendance
SMP	Course Registration	Register BITU 3926 and BITU 3946

LI1: Application for Internship/Companies

1. Login into SILI.
    1.1. If can access,

    > continue to Log into the SILI

    Else

    > inform PIC for action.
2. Click "Resume Pelajar" to create your resume.
3. Find the selected company in the system.
    3.1. If the company is not yet registered

    > contact PIC.

    Else,

    > click "Permohonan LI".
4. Select the company, click "Hantar/Mohon".
5. Under "Dokumen LI" menu, click "Senarai Dokumen LI" and Print "Surat Pengenalan Fakulti / Faculty Introduction Letter".
6. Send the letter and resume to the company such as through email.
7. If more companies to apply, repeat step 3.

Flow Chart: Application for Internship/Companies
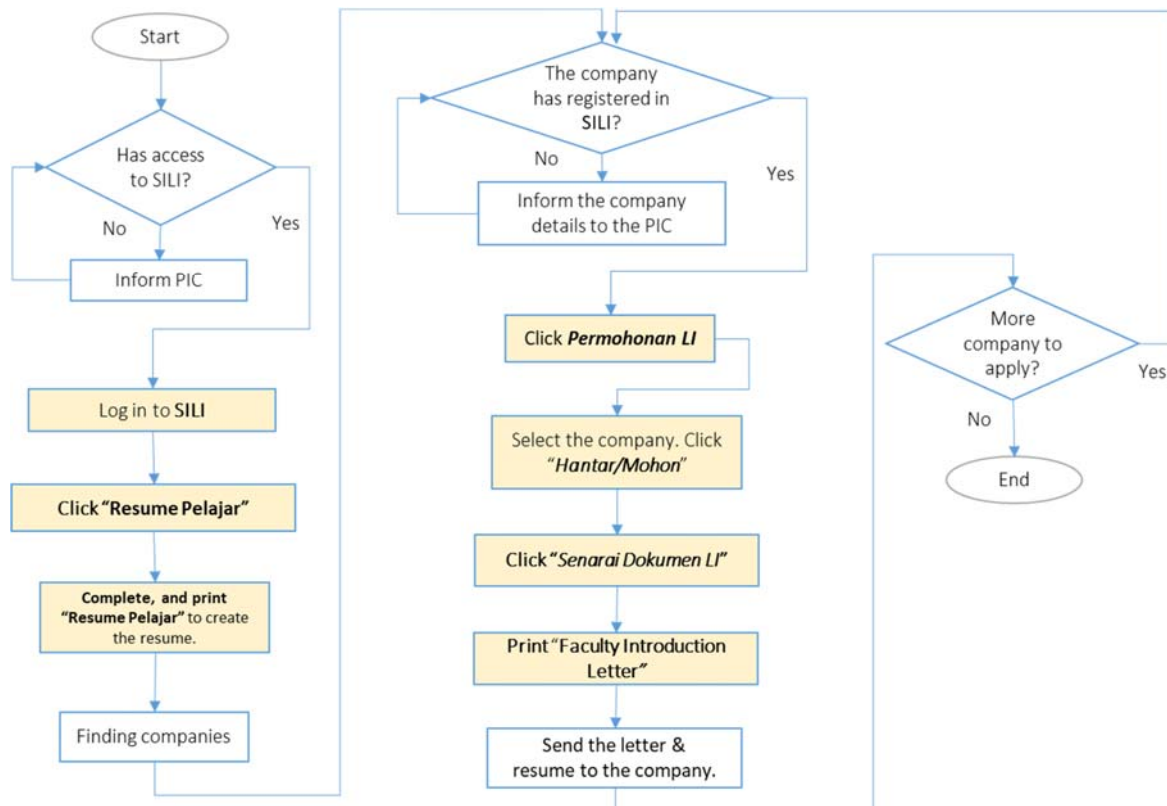
LI2: Updates Offer Status from the Company

1. Select **ONE** offer and sign the "Reply Form" for accepting the offer.
2. Login into SILI.
3. Select "Kemaskini Status Tawaran LI".
4. If has more than one (1) offer, reject others.
   (a) Click "Ditawar & Tolak / Offered and Rejected" to generate the Rejection Letter(s).
   (b) Send the rejection letter to the companies as soon as possible.
5. If only one (1) offer, click "Ditawar &Terima / Offered and Accepted" to accept the selected company (the company in step 1).

Flow Chart: Updates Offer Status from the Company
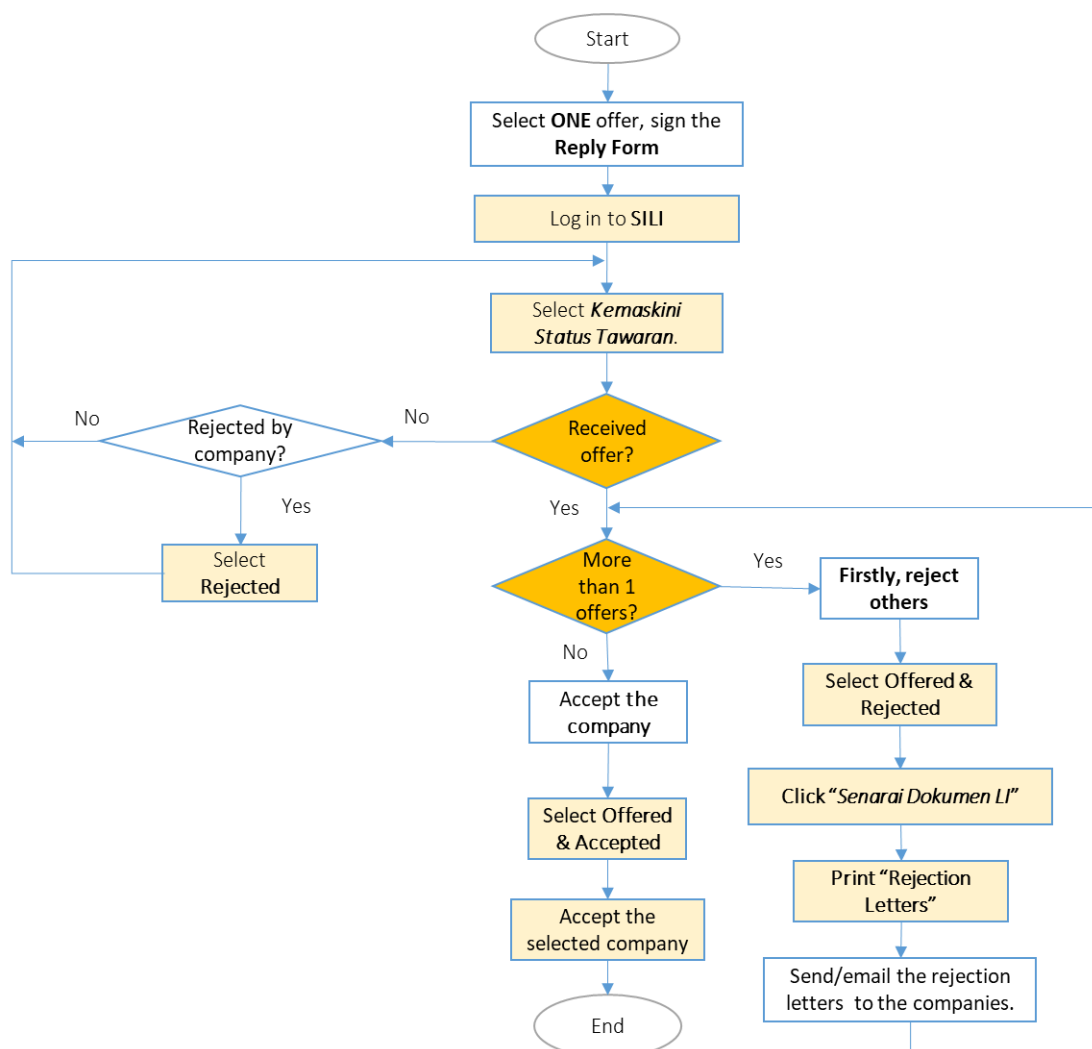
LI3: Process the Acceptance Offer

1. Login into SILI.
2. Once student accepts any offer for place of internship, fill in and upload
    2.1. Reply Form – sign the Acceptance of Industrial Training Placement
    2.2. Surat Aku Janji – signed by student and parents
3. Ensure to check the completeness of the "Reply form" and "Surat Aku Janji".
    Note: It is compulsory for the company needs to state IT related job scope in the "Reply form".
4. Once **VERIFIED** by PIC, click "Senarai Dokumen LI" under "Dokumen LI" menu
    4.1. Download and email "Student Acceptance Letter" to the company.
5. PIC only can **APPROVE** the internship's placement
    5.1. If student PASS all courses and PSM II
        Download "Surat Lapor Diri / Letter of Admission / Admission Letter"
    Else
        Inform the company to cancel the application of internship
        Drop two (2) LI courses - BITU3926 and BITU 3946 form SMP.
6. Prepare ALL documents as mentioned below for Report Duty
    i. Admission letter
    ii. Registration Confirmation (Form A)
    iii. Change of Industrial Training Company/Organizational Address (Form B)
    iv. Student Group Insurance Cover Letter
    v. Photocopy of IC

    Note: Print "Letter of Undertaking and Indemnity" and email to company only if requested.

Flow Chart: Process the Acceptance Offer
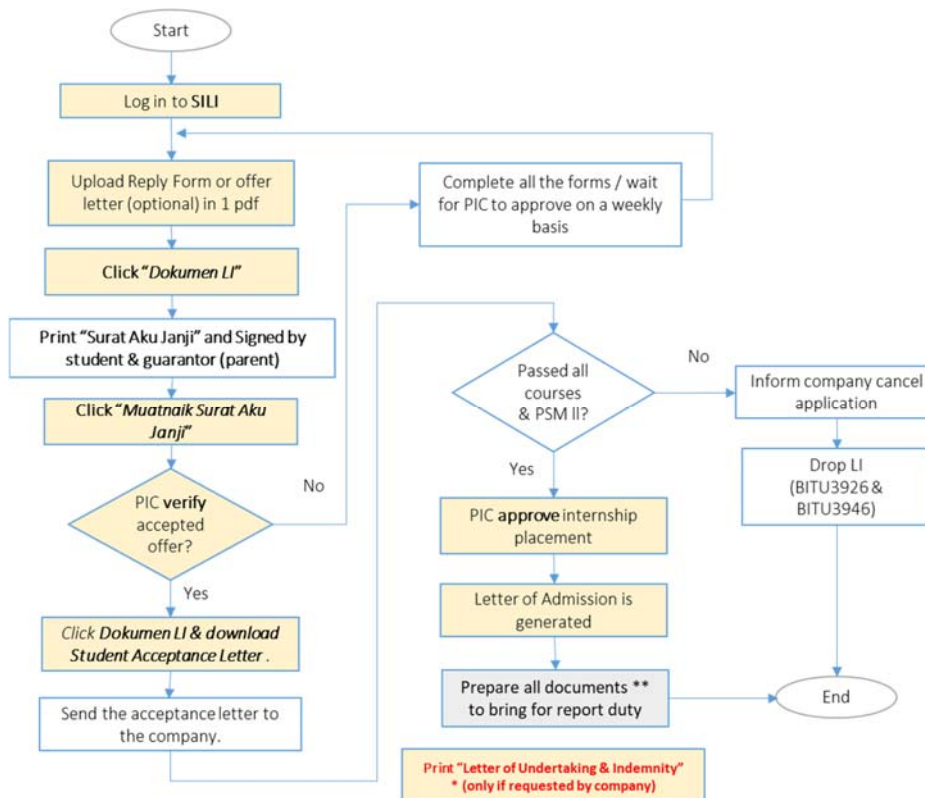
LI4: Report Duty Confirmation

1. Get documents from Ulearn, complete manually:

    1.1. Confirmation of Enrollment Form – Form A (compulsory)

    1.2. Change of Address During Training Notification Form – Form B (optional)

2. Login into SILI. Click "Pengesahan Lapor Diri", then Upload Form A and Form B.

Flow Chart: Report Duty Confirmation

```
                    ┌─────────┐
                    │  Start  │
                    └─────────┘
                         │
                         ▼
              ┌──────────────────────┐
              │ Start Internship at the │
              │       company          │
              └──────────────────────┘
                         │
                         ▼
              ┌──────────────────────┐
              │     Fill in Form A     │
              └──────────────────────┘
                         │
                         ▼
                  ◇ Changes of ◇      No
                  ◇  company   ◇ ────────┐
                  ◇  address?  ◇         │
                         │               │
                        Yes              │
                         ▼               │
              ┌──────────────────────┐   │
              │     Fill in Form B     │   │
              └──────────────────────┘   │
                         │               │
                         ▼◄──────────────┘
              ┌──────────────────────┐
              │ Upload Form A (compulsory) and │
              │  Form B (if related) in SILI at │
              │   "Pengesahan Lapor Diri"      │
              └──────────────────────┘
                         │
                         ▼
                    ┌─────────┐
                    │   End   │
                    └─────────┘
```
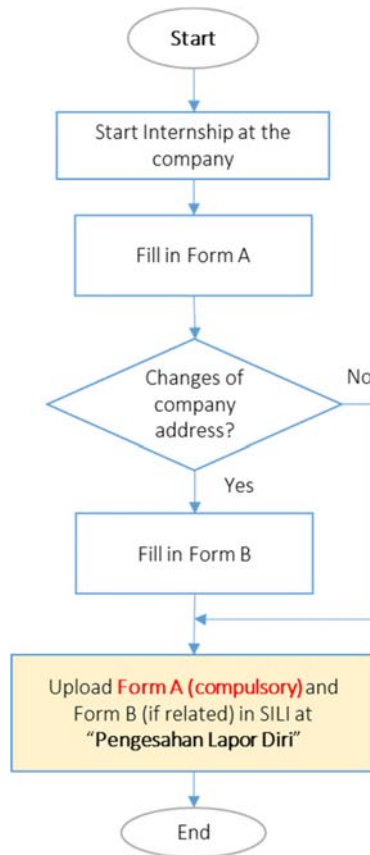
LI4a: Update Latitude & Longitude of the Company

1. Login into WebLI.
2. If cannot access
    2.1 Contact PIC.
   else
    2.2 Click "Internship Details"
    2.3 Update Latitude & Longitude company
3. End

Flow Chart: Update Latitude & Longitude of the Company

```
                    ┌──────────┐
                    │  Start   │
                    └────┬─────┘
                         │                    ┌─────────────┐
                         ▼                    │             │
                   ╱────────────╲             │
                  ╱ Login Web LI ╲◄───────────┤
                  ╲    FTMK      ╱             │
                   ╲────────────╱             │
                         │                    │
                         ▼                    │
                    ╱─────────╲          ┌──────────────┐
                   ╱  Success  ╲──No────►│ Contact PIC  │
                   ╲  login?   ╱         └──────────────┘
                    ╲─────────╱
                         │
                        Yes
                         ▼
              ┌───────────────────────┐
              │ Click Internship Details │
              └───────────┬───────────┘
                          ▼
              ┌───────────────────────┐
              │  Update Latitude &    │
              │  Longitude company    │
              └───────────┬───────────┘
                          ▼
                    ┌──────────┐
                    │   End    │
                    └──────────┘
```
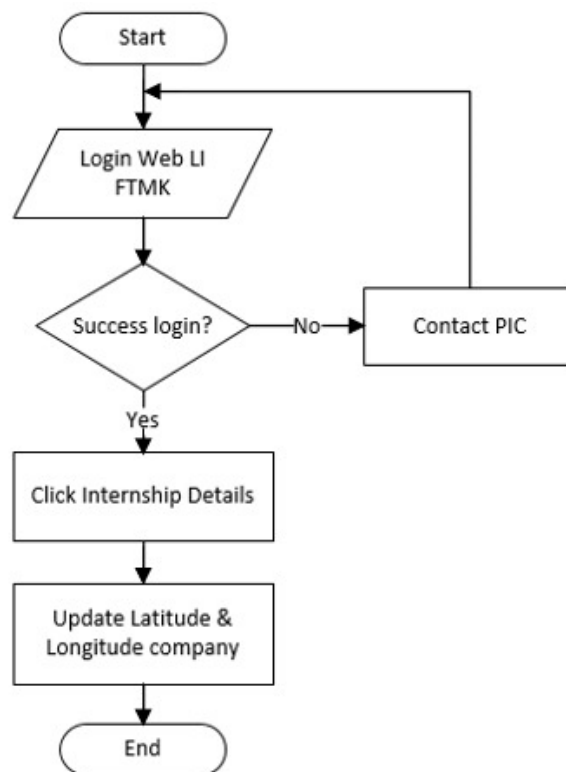
LI5: Logbook

1. Login into SILI.
2. If in LI duration
   2.1. Fill in the daily logbook template (from Ulearn)
   2.2. If end of the week, click "Maklumat Buku Log" under "Buku Log LI" menu
      2.2.1. Fill in the Job scope and then press Save.
      2.2.2. Upload the compilation of daily logbook in form of PDF.
   2.3. If Week 8/16/24
      2.3.1 Get SVI signature for "Logbook Industrial Attachment Approval"
      2.3.2 Get comment from SVI and improve logbook report accordingly
   2.4. Repeat step 2 until end of LI duration
3. If end of LI duration
   3.1 Complete ALL weekly logbooks and make sure approved by SVF.
   3.2 Upload "Logbook Industrial Attachment Approval" (Refer LI7)

4. End

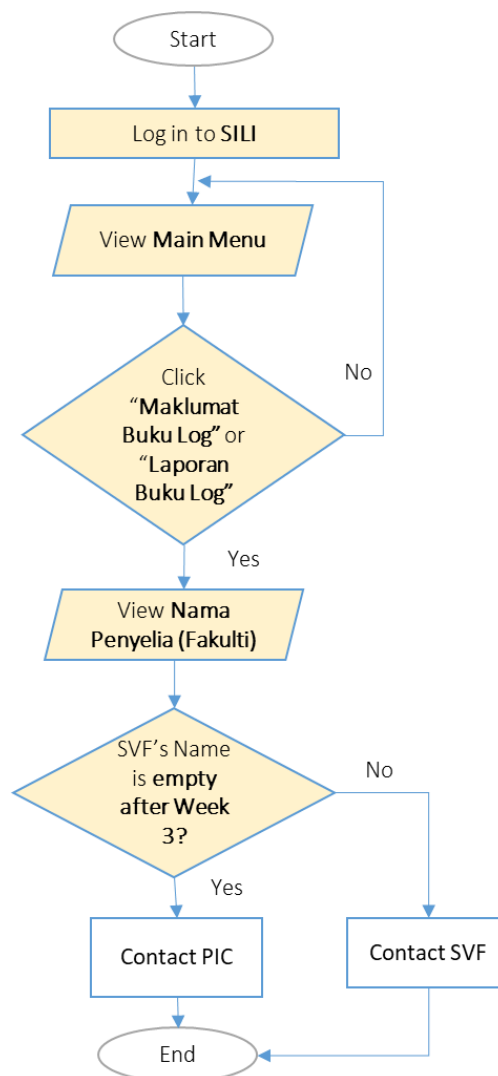**Flow Chart: Weekly Update for Logbook**
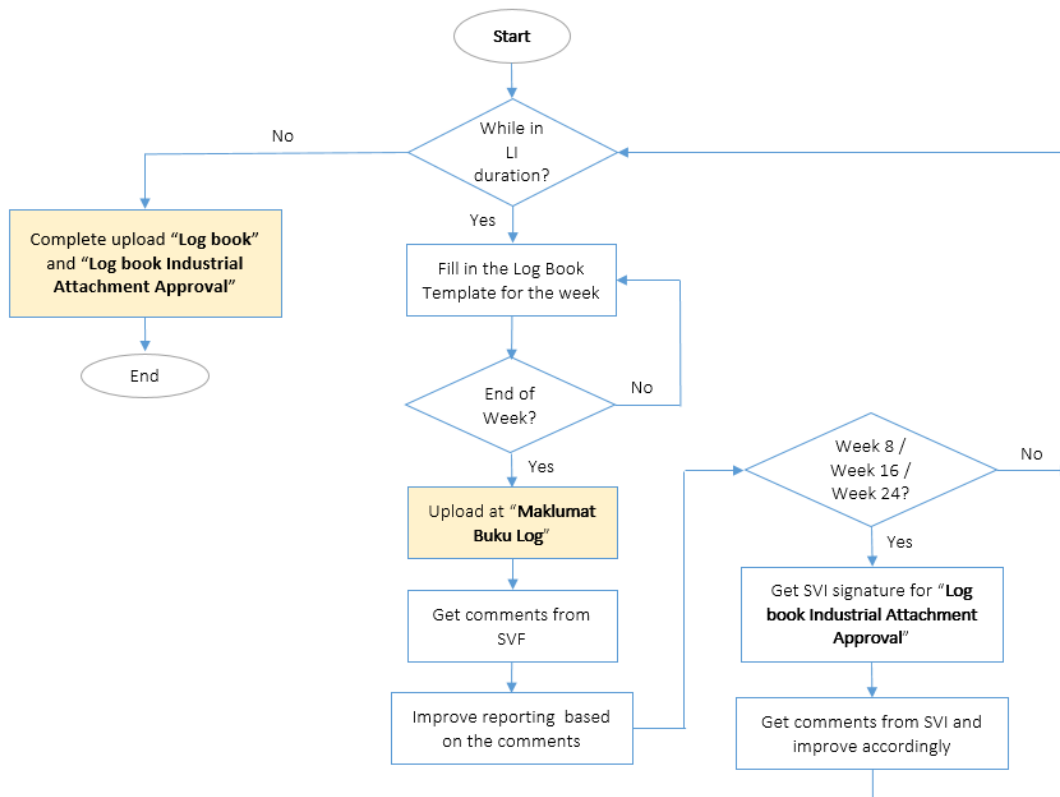
LI6: Get to know the Faculty Supervisor (SVF)

Method 1: Using SILI

1. Login into SILI.
2. Under "Buku Log LI" menu, click "Maklumat Buku Log".
3. Read field "Nama Penyelia"
   - 3.1 If "Nama Penyelia" is empty
      - 3.1.1 If LI Week > 3 weeks
         - 3.1.1.1 Contact PIC.
      - else
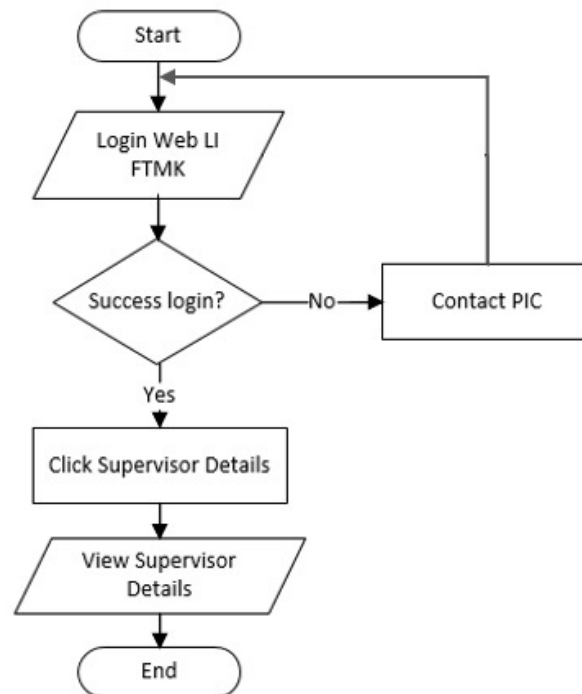   - 3.1.1.2 Wait for end of LI Week 3 and repeat step 1
4. End

Flow Chart: SILI

Method 2: Using WebLI

1. Login into WebLI
2. If cannot access
      2.1 Contact PIC
   else
      2.2 Click "Supervisor Details"
   2.3 View "Supervisor Details"
3. End

Flow Chart: WebLI

```
                    ┌─────────┐
                    │  Start  │
                    └────┬────┘
                         │ ◄──────────────────────┐
                   ╱─────────────╲                │
                  ╱  Login Web LI  ╲               │
                  ╲    FTMK        ╱               │
                   ╲──────┬───────╱                │
                         │                         │
                    ◇─────────◇                    │
                  ╱             ╲      No    ┌──────────────┐
                 ◇ Success login? ◇─────────►│  Contact PIC │
                  ╲             ╱             └──────────────┘
                    ◇─────────◇
                         │ Yes
              ┌──────────────────────┐
              │ Click Supervisor Details │
              └──────────┬───────────┘
                         │
                 ╱─────────────────╲
                ╱  View Supervisor   ╲
                ╲     Details         ╱
                 ╲────────┬──────────╱
                         │
                    ┌─────────┐
                    │   End   │
                    └─────────┘
```

LI7: Preparation for LI Second Visit (Week 17-19) and Last Day Task

1. Students prepare all the documents needed for LI Second Visit.
    a. LI Report Draft
    b. Presentation Slides
2. Arrange the LI Second Visit with SVF and SVI.
3. During the LI Second Visit, student performs the LI Presentation to SVF and SVI.
4. On the last day,
    a. Get the signature from SVI for
        i. Industrial Training Declaration Form
        ii. Items Checklist Verification - Appendix A
        iii. Declaration of non-Confidentiality
        iv. LI Attendance
        v. Logbook Industrial Attachment Approval
    b. Combine and finalize all the "LI Attendance Record" in one file which consists of:
        i. Attendance record
        ii. Record leave
        iii. Medical leave

Flow Chart7: Preparation for LI Second Visit and Last Day Task
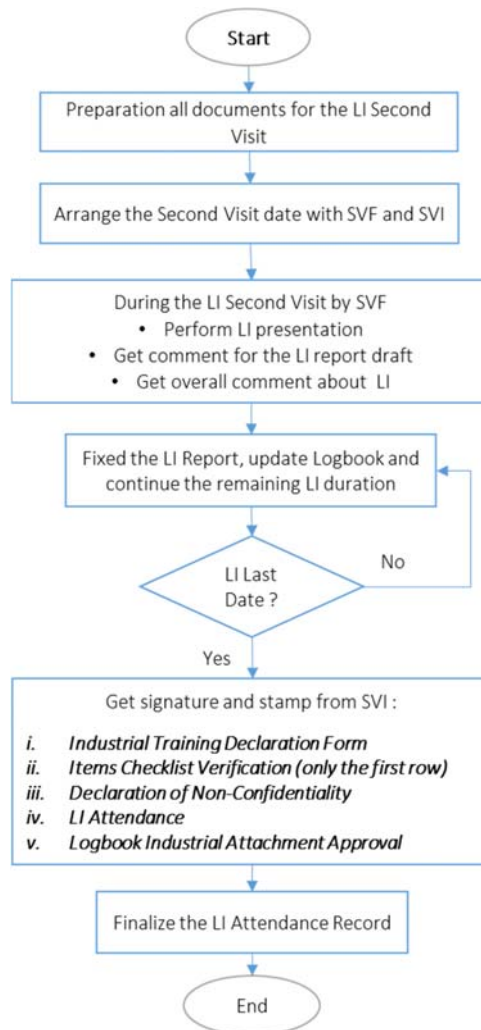
LI8: LI Final Action

1. Upload Final Documents in SILI
    i. Weekly Logbooks
    ii. Logbook Industrial Attachment Approval
    iii. LI Attendance Record
2. Fill in the Items Checklist Verification Form with the correct date and SVF's details.
3. Get the SVF's signature for Items Checklist Verification Form and Industrial Training Declaration Form.
4. Finalize the report – follow the latest guideline.
5. Upload the LI Report in Ulearn - LI Course page
6. **COMPULSARY** to answer two (2) surveys in Ulearn:
    i. LI End of Semester Survey
    ii. LI Exit Survey

Flow Chart 8: LI Final Action