

**SCHOOL OF LANGUAGES, LITERACIES AND TRANSLATION,
UNIVERSITI SAINS MALAYSIA
BACHELOR OF ARTS (HONS.) ENGLISH FOR PROFESSIONALS**

INDUSTRIAL TRAINING (LEM 300)

REPORTING FOR DUTY

(to be completed by the student for the School of Languages, Literacies and Translation)

Date: _____

STUDENT'S DETAILS

1. **Name** :
2. **Programme of Study** : B.A. (Hons.) English for Professionals
3. **I/C No.** :
4. **Phone No.** :
5. **Address** :
(during internship)
6. **Internship Duration** :
7. **Allowance (if any)** :

COMPANY/SUPERVISOR'S DETAILS

- 1. **Company's Name** :
- 2. **Company's Address** :
- 3. **Type of Company** : Private/Statutory Body/Government
- 4. **Supervisor's Name** :
- 5. **Supervisor's Position** :
- 6. **Supervisor's Phone No.** :

I confirm that the information provided above is true.

.....

(Student's signature)

.....

(Supervisor's Signature and Official Stamp)

*This form is to be completed and returned to Dr. Shaidatul Akma Adi Kasuma by hand, through email (shaidatul@usm.my) or by postal, within the first week of reporting for duty.