



SCHOOL OF LANGUAGES, LITERACIES AND TRANSLATION

LEM 300

INDUSTRIAL TRAINING

1. COURSE OUTCOMES AND METHODS OF ASSESSMENTS
2. LEM 300 REPORT WRITING GUIDE

1. COURSE OUTCOMES AND METHODS OF ASSESSMENTS

BIL.	HASIL PEMBELAJARAN KURSUS	PO	LT	SS	KAEDAH PENILAIAN
CO1	Mempamerkan kebolehan bekerja dalam kumpulan besar dan kecil dalam melaksanakan satu-satu tugas. <i>Display the ability to work in big and small groups in completing a task.</i>	PO5	A5	TS1 TS2	KK – (05) Praktikum (<i>Practical</i>)
CO2	Mengamalkan sikap beretika, bermoral dan profesional dalam menjalankan tugas yang diberikan. <i>Practise good ethics and moral values, as well as professionalism in executing tasks.</i>	PO6	A5	EM1 EM3	KK – (05) Praktikum (<i>Practical</i>)
CO3	Membantu dalam mengembangkan idea baru dan melaksanakan tugas secara sendiri. <i>Assist in expanding new ideas and working on tasks independently.</i>	PO7	A2	LLIS2	KK – (05) Praktikum (<i>Practical</i>) (30) Penulisan (<i>Writing</i>)
CO4	Menghubungkan pengalaman kerjaya dengan peluang perniagaan pada masa hadapan. <i>Identify work experience with business opportunities in the future.</i>	PO8	A4	ES3	KK – (37) Laporan (<i>Report</i>)
CO5	Membentuk sikap bertanggungjawab dan kepimpinan dalam melaksanakan tugas yang diberikan. <i>Demonstrate a sense of responsibility and leadership in completing assigned tasks.</i>	PO9	A3	LS3	KK – (05) Praktikum (<i>Practical</i>)

2. LEM 300 REPORT WRITING GUIDE

	WHAT TO INCLUDE	MAX PAGE NO.	MARKS	NOTES
1.	Introduction <ul style="list-style-type: none"> Name of company/organisation How do you select the company/organisation? Internship period/date 	0.5	5%	
2.	Body <ul style="list-style-type: none"> Company's details, aims, nature of business. Company's hierarchy/ departments/ organisation charts. 	1		
3.	<ul style="list-style-type: none"> Company's day-to-day activities/ business. Include a work diary/journal. <p>(If the description is too lengthy, you may group them together, e.g. for two weeks, there were four meetings conducted – 2 to discuss purchases, 1 to introduce a new product, and 1 for employees' performance.</p>	3	5%	
4.	Language Usage <ul style="list-style-type: none"> What is the main language used for communication and interaction purposes? The medium of language usage – spoken, written, email, letters, etc. How important is English language? The degree of formality/informality when English is used. Etc. that is language-related. 	2	10%	

5.	<p>Business Opportunities</p> <ul style="list-style-type: none"> Any business opportunities that you could see from your experience at the company? (E.g. the organisation that you observe is a primary school. The business opportunity that you see is a tuition centre focusing on English language). Describe your future business plan, by focusing on your aim, target market/audience, location, platforms, the first step to achieve this, etc. 	2	5%	
6.	<p>Relation to your study</p> <ul style="list-style-type: none"> Relate your experience to one topic/skill that you have learned from your core papers. (E.g. You learn to write formal letters in LET 107. Formal letters are used a lot for communication purposes at the organisation). 	1	5%	
7.	<p>Self-reflection</p> <ul style="list-style-type: none"> What have you learned from the experience or the organisation? What must you further learn to get good jobs in the future? (from your experience, write about the important skills needed by the company). Tasks assigned to you – ones you accomplished successfully, or failed miserably. What have you learned from this, and how could you improve in the future? How do you think your fluency of English language and the courses you take at university will help you at the workplace? Is starting a business something you would consider in the future? 	4	10%	

8.	Appendices <ul style="list-style-type: none">• Cover letter/Email to apply to be attached to the company.• Pictures of the organisation, work process, etc.• Related references (company’s website, etc.)• Sealed assessment questionnaire that has been completed by the supervisor.	5 (excluding the cover letter and assessment form)	10% 50%	Must include: <ol style="list-style-type: none">1. Cover letter you write to the company.2. Assessment questionnaire that has been completed by your supervisor.
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