

Our Reference: USM/PPBLT/LEM300-1/2022

Date: 16 May 2022

TO WHOM IT MAY CONCERN,

Dear Sir/Madam,

**INDUSTRIAL TRAINING FOR BACHELOR OF ARTS (HONS.) STUDENTS OF ENGLISH FOR PROFESSIONALS FOR THE YEAR 2022**

With reference to the above, School of Languages, Literacies and Translation sends its final year students of the B.A (Hons.) English for Professionals program to undergo industrial training every year, anytime between 1 July and 30 September, as it is a prerequisite to their graduation. This letter is for the present cohort of final year students to undergo their industrial training between 18<sup>th</sup> July 2022 and 15<sup>th</sup> October 2022.

2. In line with one of the main objectives of this industrial training program i.e., exposure to practical aspects of the field of specialisation prior to being part of the workforce, we believe this program would give them an opportunity to integrate theory and practice and enhance their learning experiences. To this end, the students are required to serve as an intern in any organisation of their choice either locally or abroad, for a maximum of **EIGHT (8) weeks** or **TWO (2) months**. The duration of this internship may however be extended by mutual agreement between the student and the concerned organisation, as long as it does not affect the student's lessons in the following semester. The students are also required to submit a written report about the internship, which carries 30% of their final grade.

3. As the skill set that the students gain in this program are marketable in most sectors, the tasks that the students are able to perform include but not limited to the following: digital copywriter, editorial assistant, English teacher (primary and secondary), lexicographer, journalist, private tutor, proof-reader, web content manager, etc.

4. Although COVID-19 is now an endemic in many countries, some countries, and organisations within them still practise restrictions about domestic movement. Upon having taken this into consideration, we also accept offers of a hybrid internship, in which students are given the flexibility to work both from home (WFH) and office (WFO).

5. Following is the student who is interested in interning at your organisation:

Name	Matric Number	Program
		B.A. (Hons) English for Professionals

6. We would be grateful if you could kindly consider allowing the above-mentioned student to undergo his/her industrial training program at your organisation. Kindly inform us of your consent by filling in the following google form (**Employer's Consent**) within **14 days** or **two weeks**:

- a. **Employer's Consent Form:** This form is to be completed at least **TWO (2) weeks before** the start of the industrial training. The link to the Employer's Consent Form is:

<https://forms.gle/iqvPUcNNcyCU5V6o9>



- b. **Intern's Assessment Form:** This assessment will make up 70% of the student's final grade. It is to be completed within **TWO (2) weeks after** the industrial training is over. The link to the Intern's Assessment Form is:

<https://forms.gle/HgqiqfmcYviK881G9>

- c. **Company's Background Information Form:** This form aims to create a database of suitable companies for our interns. It is to be completed **TWO (2) weeks after** the industrial training is over. The link to the Company's Background Information Form is:

<https://forms.gle/gQAYXdxBDwNWrXkV6>

7. For any further information or queries, please do not hesitate to contact the Industrial Training Program Co-ordinator at allabaksh@usm.my or (6)04 653 3991.

Thank you.

Yours sincerely,



**(PROFESSOR DR. SALASIAH CHE LAH)**

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