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PUSAT PENGAJIAN SAINS KIMIA
SCHOOL OF CHEMICAL SCIENCES

SCHOOL OF CHEMICAL SCIENCES INDUSTRIAL TRAINING FINAL REPORT WRITING GUIDELINES

FORMAT FOR INDUSTRIAL TRAINING REPORT

1. The cover

- 1.1 The report should be bound professionally.
- 1.2 The title of the assessment must be printed on the top portion of the cover in capital letter

2. Title/Cover page

- 2.1 A cover page must be provided. The cover size is 21 cm x 30 cm (A4 size).
- 2.2 The title of the report should be on the top portion about 1cm from the top edge of the box.
- 2.3 All the particulars in the box should be written in a full phase.
Example: Bachelor of Science (Hons.) Chemistry

3. Typing of report

- 3.1 The report must be typed using either electric type-writer or computer print (use Times New Roman with 12 pt.) with near-letter-quality printing style.
- 3.2 The title and main headings should be in capital letters. If possible, bold scripts may be used with capitals.
- 3.3 The paragraph must be in double spacing.
- 3.4 Each page must have a page number at the bottom-middle part of the page.

4. Paragraphing

- 4.1 Each main paragraph or heading is numbered with whole number.
- 4.2 Sub-heading is given in decimals of the whole number of the main heading.
- 4.3 Subsidiary paragraphs to the sub-heads are to be in decimal points of the sub-heads.
- 4.4 Each paragraph deals with only one issue, while subsidiary issues are discussed in relevant sub-paragraphs or subsidiary paragraphs, as the case may be.

5. Footnotes

- 5.1 Footnotes are numbered in sequence.
- 5.2 Reference to footnotes must be provided at the bottom portion of the respective page.

6. Report format (follow this documentation guideline: report must be <10 000 words)

- 6.1 Report format is to be divided into:
 - A title page.
 - A page of declaration and certification (Refer to Appendix).
 - A page of acknowledgement.
 - A page for table of content.

A. Introduction

1. Introduction to practical training with a background of the company



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B. The Project / System (Project / System Definition / Name of the project)

1. Objective (s)
2. Project/Work Scope

C. Literature Review of :

1. Analysis of similar project
2. Analysis of technology used (instrument / machine / h/ware or s/ware)

D. Methodology used to

1. Planning (if related):
 - * Practicability analysis
 - * Requirement gathering
2. Experimental:
 - *Detail procedure, sample preparation, analysis
3. Data Analysis (if related):

E. Conclusion

1. Problems and Issues in current situations
2. Suggestions and recommendations

F. Attachments / Project Documentation / Pictures

G. References and Appendices

***ALL** report must be endorsed by the supervisor first before submission and attach in the report (Refer to Appendix)

Prepared by
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14/8/2017



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DECLARATION

I hereby declare that the Industrial Training Report entitled ("Title of the project") is an authentic record of my own work as requirements of Industrial Training during the period from _____ to _____ at _____. This industrial training report has not been submitted to any other academic or non-academic institutions for any other qualifications and does not disclose any confidential work.

(Signature of student)
(Name of Student)
(Matric No.)

Date: _____

CERTIFICATION BY THE EMPLOYER

This is to certify that Mr. / Ms. _____ has partially completed / completed Industrial Training during the period from _____ to _____ in our Organization / Industry.

Signature & Seal of Training Manager