

# KIE 361/4 – LATIHAN INDUSTRI



  
KEEP  
CALM  
AND  
FOLLOW LAB  
SAFETY RULES

**Dr. Mohd. Hazwan Hussin (Penyelaras)**  
**Bahagian Kimia Industri,**  
**Pusat Pengajian Sains Kimia, USM**



**USM** | UNIVERSITI  
SAINS  
MALAYSIA

# Pengenalan



- Pelajar Kimia Industri – wajib sebagai syarat berijazah.
- Pelajar Kimia Analisis dan Tulen – kursus in opsyenal.
- Terbuka kepada pelajar tahun ketiga sahaja.
- Membawa 4 unit kredit (Lulus / Gagal).



# Objektif



- Mendedahkan pelajar kepada suasana kerja sebenar.
- Memberi peluang kepada pelajar membangunkan inisiatif, keyakinan diri, serta kemahiran berkomunikasi, bergaul.
- Mendedahkan pelajar kepada budaya bekerja berpasukan dan pengetahuan teknikal.
- Mendapat perspektif kehidupan dalam alam pekerjaan dan menyediakan pelajar untuk dunia pekerjaan sebenar.



# Syarat Permohonan



- i. Hanya pelajar yang telah menamatkan sekurang-kurangnya ENAM semester/Tahun 3 pengajiannya layak memohon.
- ii. Mempunyai CGPA sekurang-kurangnya 2.50 (tertakluk kepada keperluan atau syarat pihak industri/organisasi)
- iii. Pelajar tidak dibenarkan mengikuti sebarang Kursus Semasa Cuti Panjang (KSCP) yang ditawarkan di kampus induk sepanjang tempoh latihan industri.



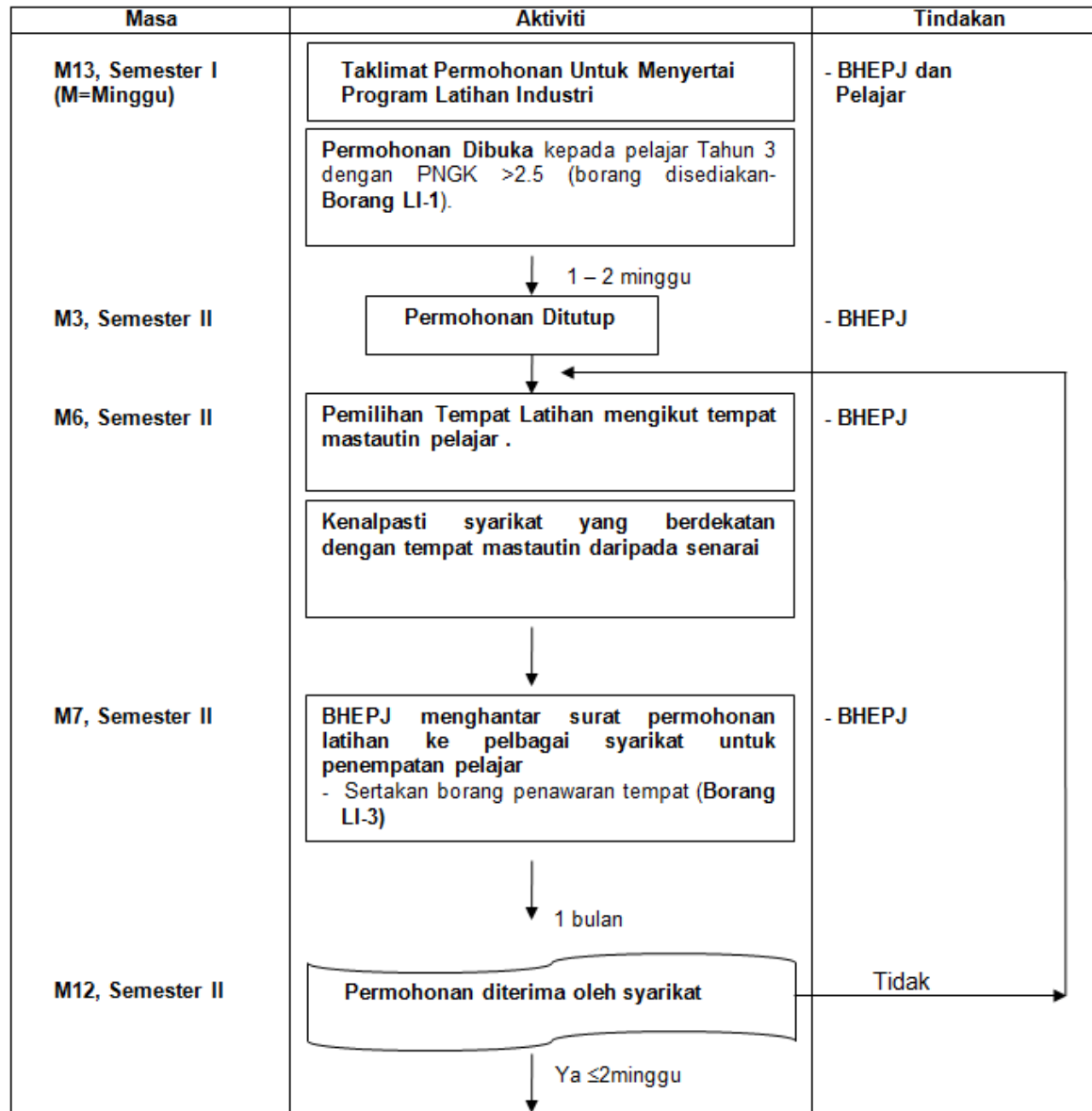
# Tarikh penting

MARK YOUR  
CALENDAR!



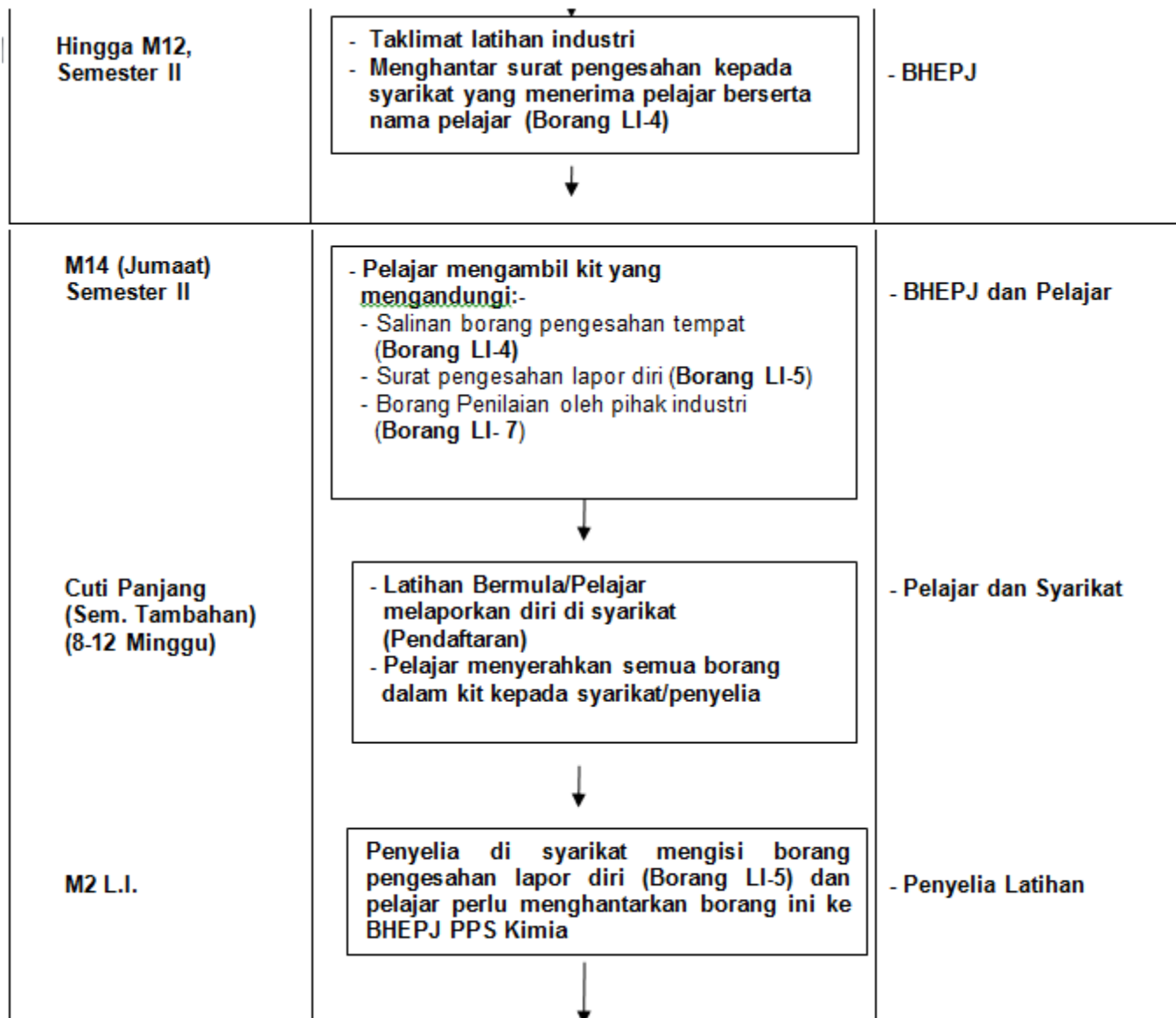
- 9 August 2021 hingga 1 October 2021
- Selama 8 minggu
  
- Pendaftaran Kursus – Semester Pertama, Tahun 4  
(2021/2022)
  
- Pelajar tidak dibenarkan mengikuti sebarang kursus yang ditawarkan di kampus sepanjang tempoh ini





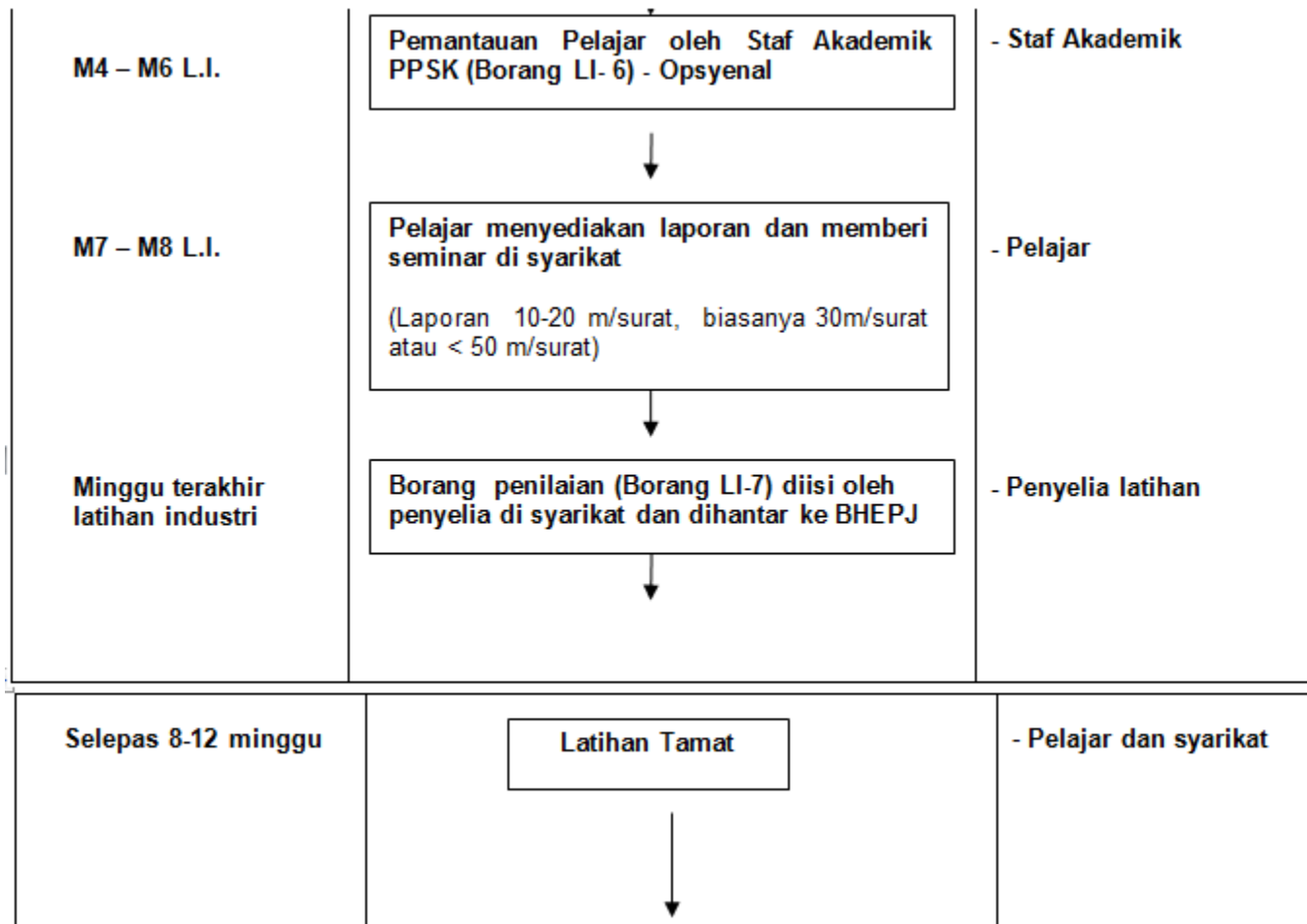
# Tatacara latihan industri





# Tatacara latihan industri

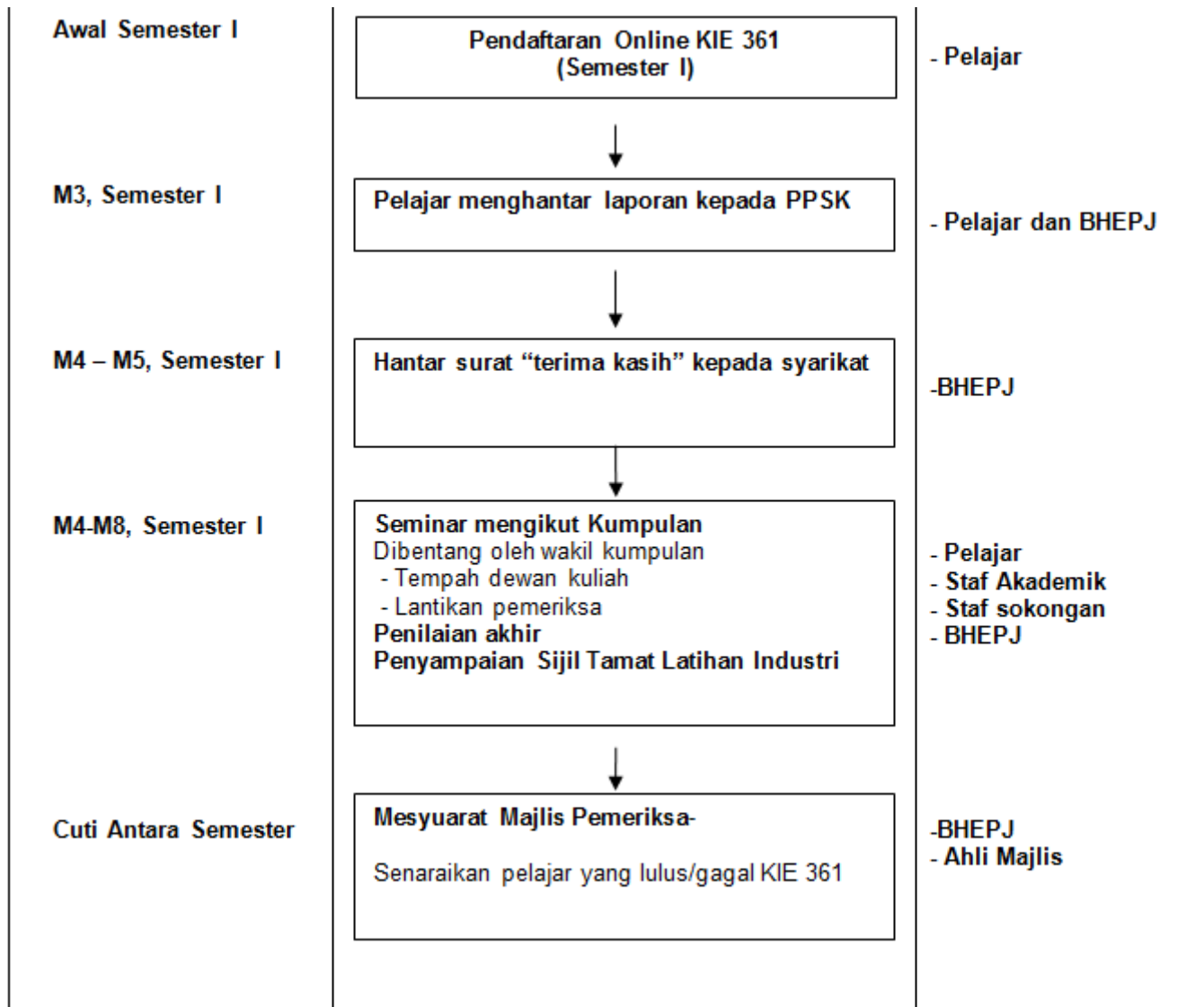




# Tatacara latihan industri







# Penilaian Latihan Industri

- Penilaian latihan industri adalah berdasarkan kepada:
  - i. Laporan Latihan Industri (20 %)
  - ii. Penilaian oleh Pihak Industri (30 %)
  - iii. Pembentangan Seminar Latihan Industri (40 %).
  - iv. Buku log dan kehadiran harian (10 %).
- Gred LULUS dan pemberian Sijil Tamat Latihan Industri hanya akan diberikan kepada pelajar yang mencapai markah keseluruhan sekurang-kurangnya 50 % (> 50%).



Laporan perlu disediakan dengan keta berukuran A4 (warna putih), bertaip berjarak antara baris 1.5, dengan birai kiri, kanan, atas dan bawah ialah 26mm dan mestilah ditulis dalam Bahasa Inggeris atau Bahasa Malaysia sahaja.

Kandungan Laporan mestilah mengikut urutan seperti berikut:

- I. Muka surat depan:
  - a.) Nama, No. Matrik , Program Pengajian
  - b.) Nama Industri/Organisasi dan Alamat
  - c.) Tempoh latihan
- II. Penghargaan
- III. Jadual Kandungan
- IV. Latarbelakang Industri/Organisasi
- V. Carta Organisasi ( Pentadbiran, Pengurusan , Bahagian dan lain-lain)
- VI. Ringkasan kerja yang dilakukan
- VII. Laporan Kerja/Aktiviti
  - Maklumat kerja/aktiviti yang dijalankan
  - Hasil daripada aktiviti
- VIII. Komen/Cadangan
  - Berkenaan dengan latihan yang diperolehi.
  - Cadangan yang membina kepada industri/organisasi.
- IX. Kesimpulan
- X. Rujukan
  - Maklumat bergambar jika perlu.

**Catatan:** 1. Tajuk-tajuk di atas boleh ditokok-tambah dengan topik-topik lain jika difikirkan perlu atau sesuai.

2. Adalah dicadangkan laporan ini **tidak melebihi 20 mukasurat.**

Laporan perlu mendapat pengesahan penyelia terlebih dahulu. Salinan borang pengakuan perlu diletakan selepas muka surat depan (sebelum penghargaan)

# Pembentangan Latihan Industri



- Pelajar akan diberi masa selama 15 minit untuk membentangkan secara ringkas Latihan Industri mereka.
- Penilaian mengambil kira aspek: pengenalan syarikat, pengenalan projek/analisis, objektif, tatacara eksperimen, hasil dapatan, rumusan, rujukan, kebolehan menjawab soalan dan persembahan

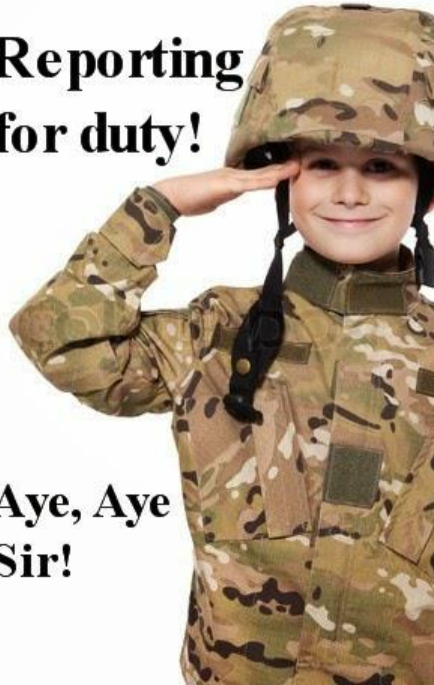
# Peraturan menjalankan Latihan Industri

## 1. Melaporkan diri

Sebaik sahaja pelajar melapor diri, sila isikan Borang Pengesahan Lapor Diri (Borang LI-5) dan hantarkan kepada Penyelaras Latihan Industri PPS Kimia.

**Reporting  
for duty!**

**Aye, Aye  
Sir!**



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SCHOOL OF CHEMICAL SCIENCES  
UNIVERSITI SAINS MALAYSIA  
11800 USM, PULAU PINANG  
Tel : 604-6533888 Ext 3543, 3568, 2053 Faksimili : 604-6574854 / 6534075

Borang LI-5

### BORANG PENGESAHAN LAPOR DIRI



1. Nama: .....
2. No. Kad Pengenalan: .....
3. Program Pengajian:.....
4. No. H/P: .....
5. Nama dan Alamat Syarikat/Organisasi: .....
6. Jenis Syarikat/Organisasi : ..... [Swasta atau Badan Berkanun (Kerajaan)]
7. Nama Pengawai Yang Bertanggungjawab: .....
8. Jawatan: .....
9. No. Telefon:..... E-Mail: ..... Fax: .....
10. Alamat Tempat Tinggal Pelajar Semasa Latihan: .....
- No. Telefon: .....
11. Tarikh Melapor Diri: .....
12. Tarikh Tamat Latihan:.....
13. Tempoh Latihan:..... minggu
14. Elaun Diterima: .....sebulan

(Tandatangan Pelajar)

Saya sahkan perkara di atas adalah benar:

(Tandatangan Pengawai dan Cop Rasmi)

*Borang ini hendaklah diposkan oleh pelajar kepada Pengurus Rancangan Kimia Industri, Pusat Pengajian Sains Kimia, Universiti Sains Malaysia, 11800 USM, Pulau Pinang, Malaysia.*





# Peraturan menjalankan Latihan Industri









## 2. Disiplin, Kedatangan dan Pakaian

Pelajar hendaklah sentiasa berpakaian kemas dan rapi. Jika tempat latihan mempunyai peraturan tertentu termasuk pakaian, ia mestilah dipatuhi.



### Head to Toe Protection with PPE

Comply with the Personal Protective Equipment at Work Regulations 1992  
The Management Health and Safety Regulations 1999, require Risk Assessments to be undertaken on all practices and procedures within the workplace to ensure continued safety and protection.

<b>Head</b> Wear a safety helmet to protect your head against impact, knocks or abrasions. Never wear metal hard hats when working around or near electricity.		<b>Eye</b> Use safety eyewear to protect your eyes when hazardous conditions exist. Areas where there are possible chemical splashes, sparks and all other activities are considered high risk.	
<b>Ear</b> Wear hearing protection to protect your ears when working in areas with noise levels exceeding 85dB. 175,000 people in the UK consider they suffer hearing loss or other ear conditions caused by their work.		<b>Respiratory</b> Wear respiratory equipment to protect against dust, fumes, vapours and other harmful elements. It is estimated that 175,000 people are suffering from respiratory diseases caused by their work.	
<b>Hand</b> Wear hand protection to protect against harmful chemicals and manual handling operations. Different hazards require different glove materials. An estimated 66,000 people suffer with a skin disease caused by their work.		<b>Hi-Vis</b> Wear high visibility clothing to be seen and safe in all conditions. Choose from vests/jackets, over-alls and trousers.	
<b>Clothing</b> Wear protective clothing to protect against chemicals, abrasions, grease and grime. Choose flame-ight duty aprons and coats, trousers, jackets and heavy duty boiler suits.		<b>Foot</b> Wear foot protection to ensure safety in hazardous locations. Protective footwear should be sturdy, including metal toe caps and have non-slip soles.	

Mandatory Signs must be displayed to ensure safety in the work place

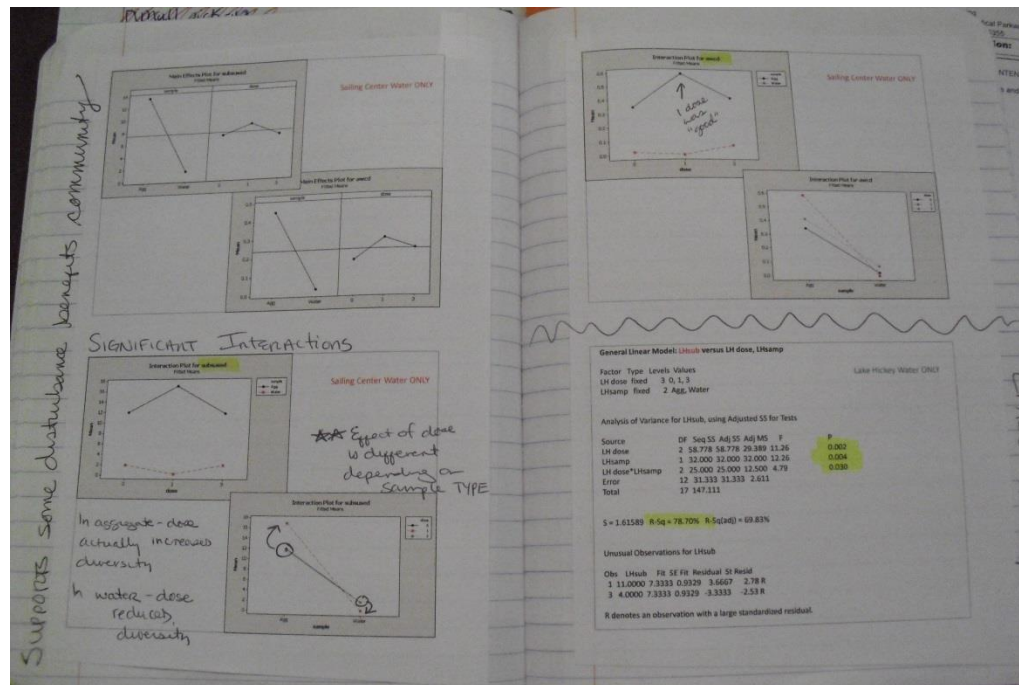
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# Peraturan menjalankan Latihan Industri

## 3. Buku log

Pelajar dikehendaki menyediakan sebuah buku catatan harian (Log Book) bagi mencatatkan aktiviti harian yang berguna untuk menyediakan Laporan Latihan Industri.



# Peraturan menjalankan Latihan Industri

## 4. Pertukaran tempat

Pertukaran tempat latihan adalah tidak dibenarkan sama sekali kecuali dengan kelulusan Penyelaras Latihan Industri PPS Kimia.





# Peraturan menjalankan Latihan Industri

## 5. Kewangan dan sara hidup

Pada masa ini tiada elaun latihan industri disediakan oleh USM kepada pelajar. Bagi industri/organisasi yang memberikan elaun latihan, wang tersebut adalah hak pelajar, namun pelajar perlu memaklumkan kepada PPS Kimia untuk tujuan rekod.



# Jangan...



# Kaedah Permohonan



- Pelajar memohon sendiri.
- Jabatan Kimia: Permohonan dalam talian dilawan sesawang
- Jangan mohon LI di hospital.
- Permohonan penempatan diurus oleh PP Sains Kimia (untuk kes terpencil sahaja).



# Tindakan segera

- Mengisi Borang LI-1.
- Mendaftar di Pejabat PP Sains Kimia.
- Tarikh akhir pendaftaran: 8 Mac 2021 (Isnin).
- PP Sains Kimia akan membekalkan surat sokongan (Borang LI-2) kepada pelajar untuk dilampirkan semasa membuat permohonan.
- Merangka curricular vitae (CV)



# Curricular vitae



## John Smith Software Engineer

John Smith  
john@smith.com  
www.johnsmith.com  
(000) 111-1111

Address  
123 Broadway  
City, State 12345  
Country

**About Me** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus vel bibendum metus. Proin rutrum pharetra molestie. Cras sollicitudin nulla nec leo lobortis in tristique purus pretium. Ut eu felis nulla. Pellentesque condimentum justo ut ligula feugiat nec facilisis tellus ultricies. Nullam sit amet dictum ipsum. Sed lacus neque, hendrerit eu rhoncus nec, pellentesque vitae sem.

### Education

2010 - 2011, **Cornell University**  
MEng in Computer Science

2007 - 2010, **Cornell University**  
BS in Computer Science

### Experience

May 2013 - present, **Software Engineer, Google**  
Detailed achievements:

- Learned how to make amazing coffee
- Finally determined the reason for PC LOAD LETTER:
  - Paper jam
  - Software issues:
    - \* Word not sending the correct data to printer
    - \* Windows trying to print in letter format
  - Coffee spilled inside printer
- Broke the office record for number of kitten pictures in cubicle
- Learned how to make more amazing coffee on a new machine
- Mastered the art of filing accurate TPS reports

Jan 2008 - Oct 2012, **Computer Repair Specialist, Buy More**

Worked in the Nerd Herd and helped to solve computer problems by asking customers to turn their computers off and on again.

### Communication Skills

2015, **Oral Presentation, California Business Conference**

Presented research I conducted for my Masters of Engineering degree.

2014, **Poster, Annual Business Conference (Oregon)**

As part of the course work for BUS320, I created a poster analyzing several local businesses and presented this at a conference.

### Software Development Skills

#### Programming

- Java
- C++
- Shell
- PHP
- Python
- Matlab

#### Computer Software

- MySQL
- iOS
- Android



## Curriculum Vitae

### Adam Rynkowski

**Marital Status:** Single  
**Date of Birth:** 18th August 1990  
**Nationality:** Polish (E.U.) Citizen  
**Contact Address:** 3B/16 Kopernika Street  
 14-200 Iawa  
 Poland  
**Mobile:** +48 (0) 500-076-002  
**Tel:** +48 (0) 89 648 24 90  
**Email:** pidzi21@interia.pl



#### EDUCATION BACKGROUND

2006-2010 Techniques for Wood Technology in Group of Building School, name Bohaterów Września 1939r. in Iawa.

#### EXPERIENCE

- 04.2008 - 05.2008 Professional practice, as a carpenter. Carpentry - Benedykt Igielski.
- 10.2008 - 11.2008 Professional practice, as a furniture assembler. MM Sznaka Living Sp. Z.o.o.
- 09.2008 - 04.2010 Professional practice, as a furniture assembler, painter. District of Practical Training Center in Iawa.

#### SKILLS

- Driving licence
- Ability to work in a group, creativity, coping with pressure, rapid acclimation to the new operating conditions
- Computer literate : Windows, MS-Word, Excel, Internet
- Ease of networking knowledge
- Reliability, solidity, punctuality
- First aid, Cardiopulmonary resuscitation
- Languages :
  - Polish - Native
  - English - Advanced, both on speech and in writing
  - German - Basic

#### INTERESTS

- Sport
- Combat sports
- Music
- Fishing

I consent to my data contained in submitted CVs for the needs of the recruitment process. In accordance with the Act of 29.08.1997 on the Protection of Personal Data (Dz.U.Nr. 133 item 883)



# Maklumat lanjut..

<http://web.usm.my/chem/bjim/>

USM UNIVERSITI SAINS MALAYSIA School of Chemical Sciences

HEPJ@Chemistry

STUDENT DEVELOPMENT and INDUSTRY & COMMUNITY NETWORK

Home

STUDENT DEVELOPMENT HEPP@Chemistry

INDUSTRY @ COMMUNITY NETWORK BJIM@Chemistry

Contact

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11800, Universiti Sains Malaysia  
Pulau Pinang, Malaysia

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+604 - 658 9666  
gyyeap@usm.my  
<http://chem.usm.my>

Statistic

00010210

Useful Links

<http://hepp.usm.my>  
<http://icn.usm.my>

Statistics Counters

8 December 2017

<http://chem.usm.my/index.php/en/>

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TRSM TOP RESEARCH SCIENTISTS MALAYSIA 2017

AN ANNOUNCEMENT @ CHEM

Methods for Corrosion Monitoring

Date: 18 - 19 November 2017 (Saturday and Sunday)

Time: 8:30 am - 5:00 pm

Venue: Conference Room, School Of Chemical Sciences, USM

CONGRATULATIONS

Prof. Dr. Yeap Guan Yeow

Recipient of Top Research Scientists Malaysia (TRSM) 2017

WELCOME TO THE SCHOOL OF CHEMICAL SCIENCES

The School of Chemical Sciences at Universiti Sains Malaysia is one of the largest in Malaysia pursuing a diverse and vigorous chemistry programs both in teaching and research. The school occupies a four storey building which houses research and teaching facilities. An annex was recently added due to the expansion of analytical and industrial chemistry programs.

Since its establishment in June 1969, the school has undergone tremendous development. It now has a group of academic and technical staff well qualified to service the various programs currently being offered which is designed in accordance with the needs of the nation and industries. With an academic staff of more than 30 and over 30 supporting staff, the School has been entrusted to provide professional training in chemistry to meet the demands of the industries.



**Soalan??**

