PANDUAN PENGGUNAAN I-UPLI SPMP

(PEMANTAU, PENILAI & PENASIHAT AKADEMIK)

UPLI, PMJ
uplipmj@pmj.edu.my

PANDUAN PENGGUNAAN I-UPLI SPMP

(PEMANTAU, PENILAI & PENASIHAT AKADEMIK)

Terbitan Edisi 2023

Hak cipta terpelihara. Tiada bahagian daripada terbitan ini boleh diterbitkan semula, disimpan untuk pengeluaran atau ditukarkan ke dalam sebarang bentuk atau dengan sebarang alat, sama ada dengan cara elektronik, gambar dan rakaman serta sebagainya tanpa kebenaran bertulis terlebih dahulu daripada penerbit, kecuali dalam kes petikan ringkas yang terkandung dalam ulasan kritikal dan penggunaan bukan komersial lain yang dibenarkan oleh undang-undang hak cipta.

Diterbitkan oleh:

Unit Perhubungan dan Latihan Industri,
Politeknik Mersing,
Jalan Nitar,
86800, Mersing,
Johor Darul Takzim
Tel : 07-7980001
Faks : 07-7980002

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PANDUAN PENGGUNAAN i-UPLI SPMP
(PEMANTAU, PENILAI & PENASIHAT AKADEMIK)

POLTEKNIK MERSING (ONLINE)

PRAKATA

Buku Panduan Penggunaan i-UPLI SPMP (Pemantau, Penilai & Penasihat Akademik) Edisi 2023 adalah buku yang diterbitkan khas untuk warga Politeknik Malaysia yang terlibat dalam perlaksanaan Latihan Industri (LI) khususnya Pensyarah yang menjadi Pemantau dan Penilai serta Penasihat Akademik kepada pelajar-pelajar yang bakal dan sedang menjalani Latihan Industri.

Buku ini mengandungi panduan atau tatacara untuk menggunakan sistem *i-UPLI* di *SPMP* bagi memudahkan Pemantau, Penilai dan Penasihat Akademik menggunakan menu yang terlibat dengan proses LI. Mulai dari menyokong atau tidak pelajar selian untuk menjalani LI, sehinggalah memasukkan markah pemantauan dan penilaian dari *Appendix* yang berkaitan.

Buku ini juga dilengkapkan dengan penerangan ringkas dan proses ringkas yang berbentuk gambarajah yang bagi memudahkan pemahaman pengguna dalam masa yang singkat bagi penggunaan menu berkaitan pengguna di *i-UPLI SPMP*.

Diharap buku ini menjadi manfaat kepada para pembaca dan akhir kata ucapan setinggi-tinggi penghargaan dari Unit Perhubungan dan Latihan Industri, Politeknik Mersing kepada semua pihak yang terlibat secara langsung atau tidak lansung dalam penyediaan dan penghasilan Buku Panduan Penggunaan i-UPLI SPMP (Pemantau, Penilai & Penasihat Akademik) Edisi 2023 ini.

Unit Perhubungan dan Latihan Industri
Politeknik Mersing
Tahun 2023

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B. DUT 600610 – KEJURUTERAAN 2

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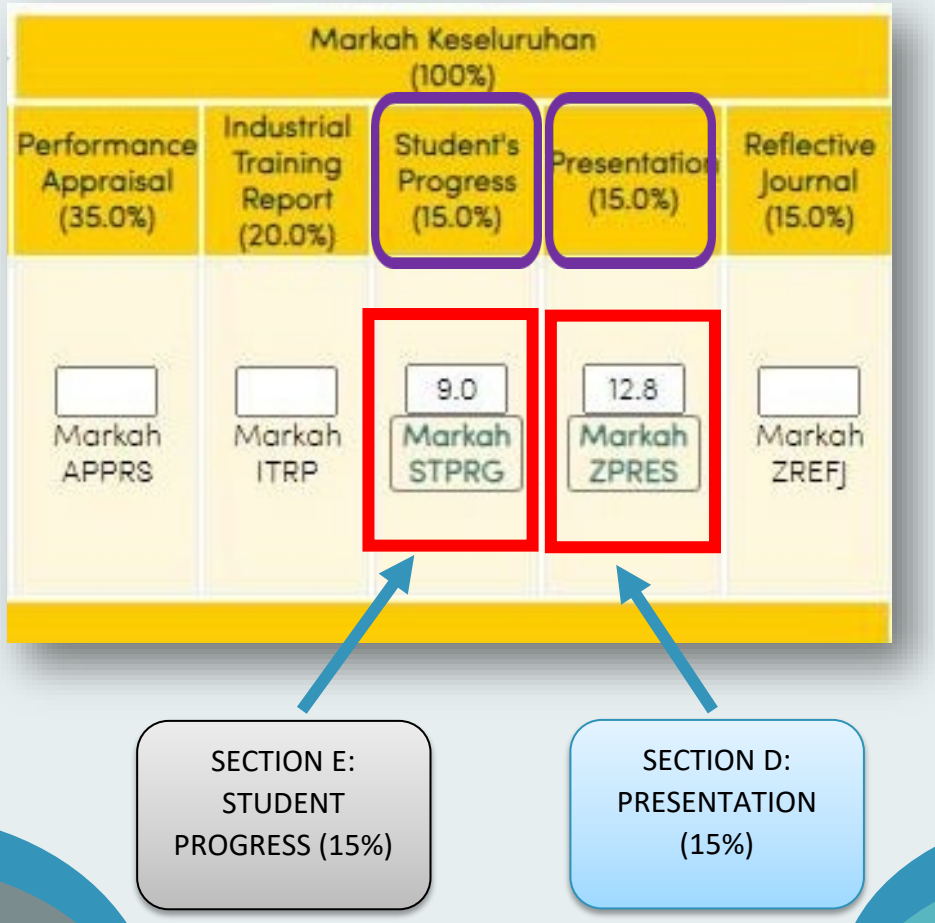
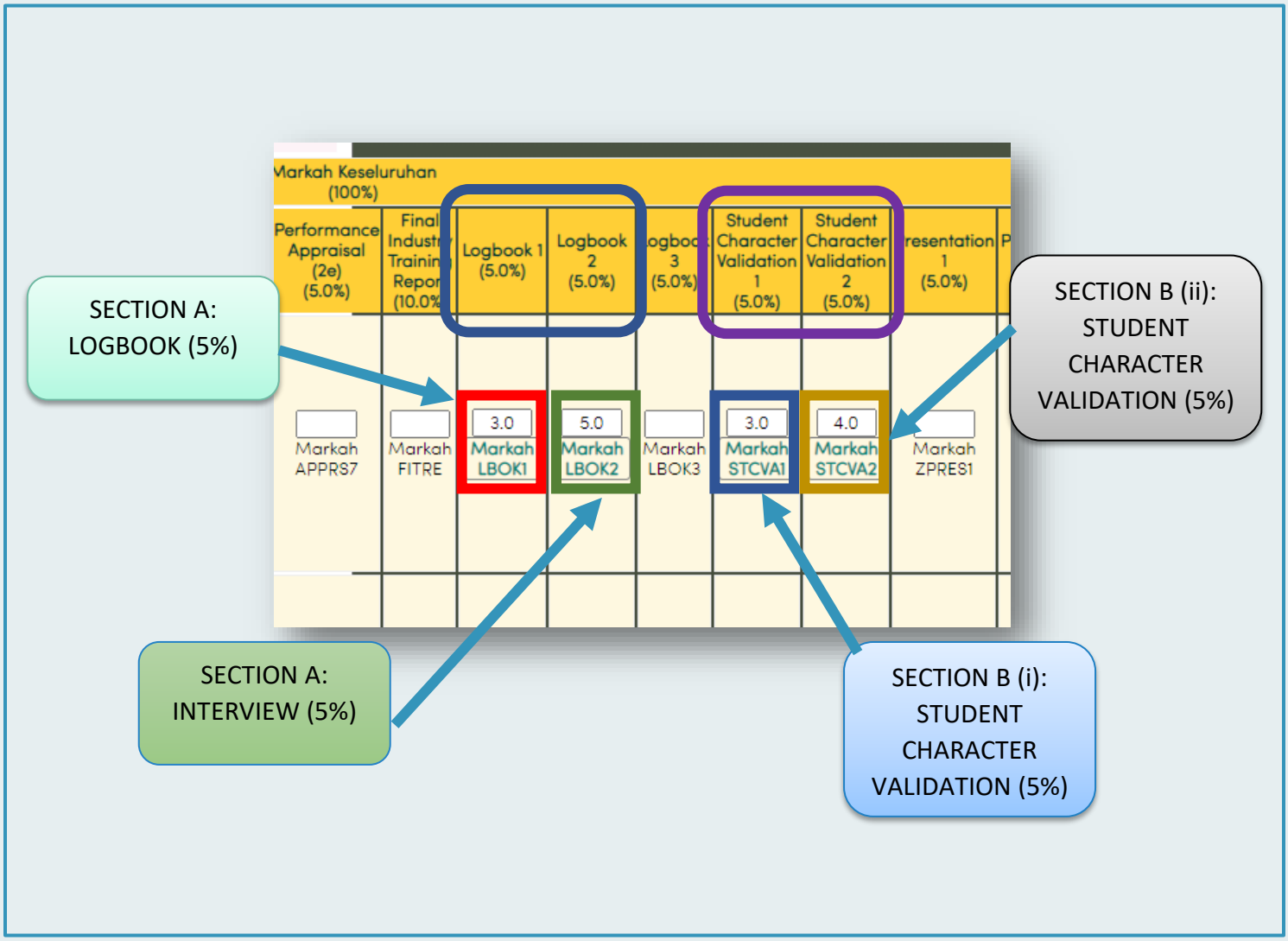
i. PENERANGAN RINGKAS MENU PEMANTAU PELAJAR BUKAN KEJURUTERAAN



B. DUT 600610 – KEJURUTERAAN

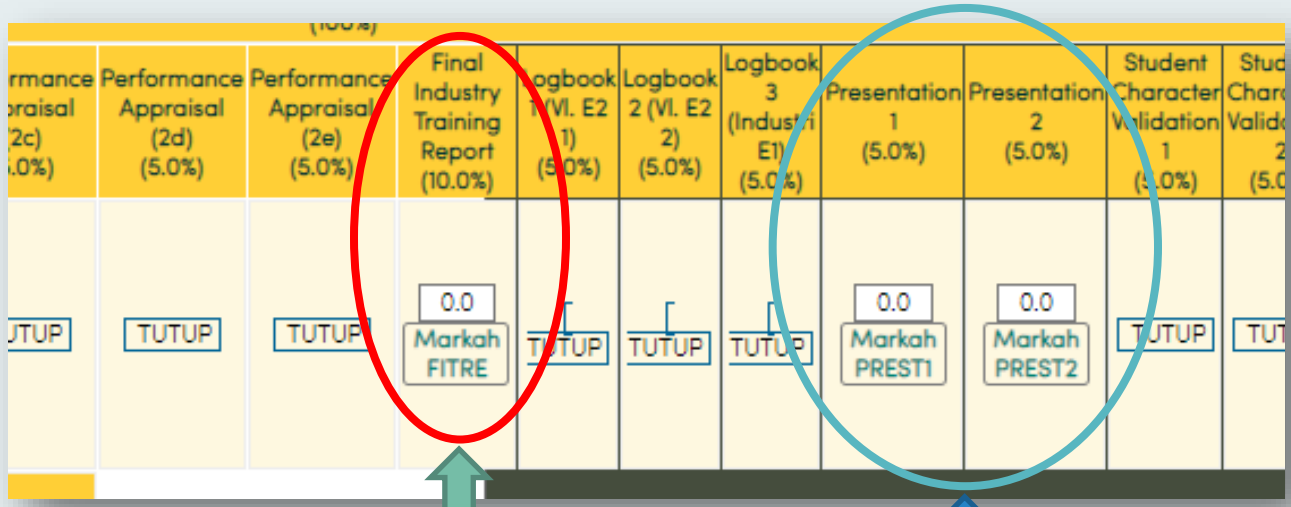
i. PENERANGAN RINGKAS MENU PEMANTAU PELAJAR KEJURUTERAAN



1.2 PENILAI

A. DUT 600610 - KEJURUTERAAN

i. PENERANGAN RINGKAS MENU PENILAI PELAJAR KEJURUTERAAN



SECTION A:
FINAL REPORT (10%))

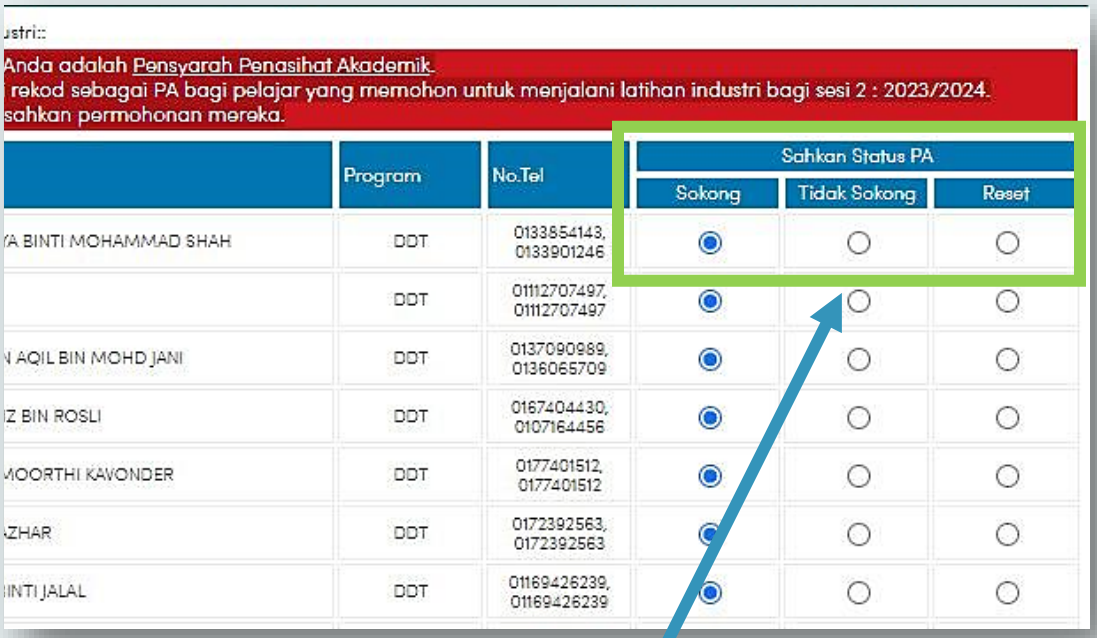
SECTION B:
PRESENTATION (10%))

(PRESENTATION 1 (5%) & PRESENTATION 2 (5%))

1.3 PENASIHAT AKADEMIK

A. PENGESAHAN/SOKONGAN PENASIHAT AKADEMIK

i. PENERANGAN RINGKAS MENU PENASIHAT AKADEMIK

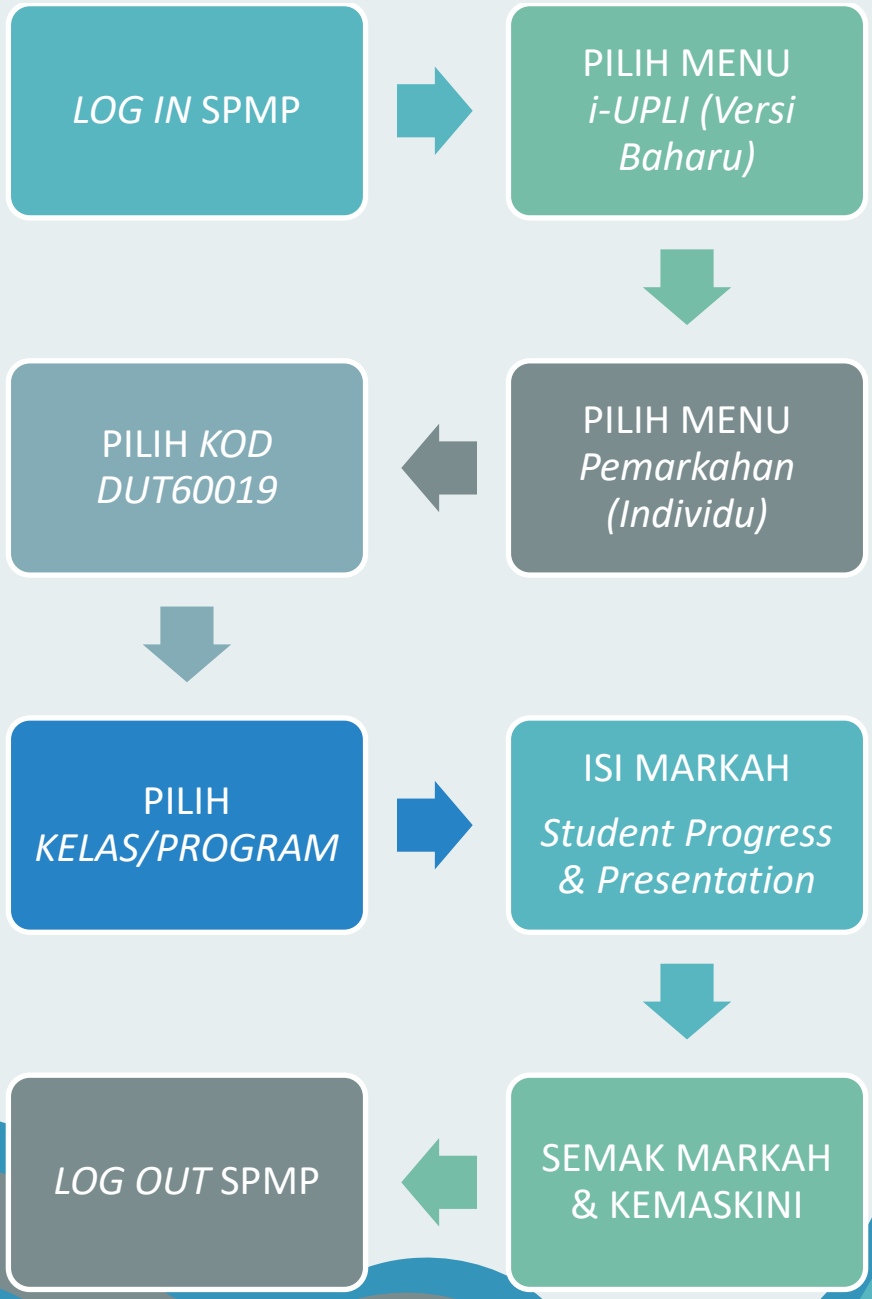


SOKONG, TIDAK SOKONG ATAU RESET

2.0 TATACARA PENGISIAN MARKAH PEMANTAU

A. **DUT 60019 – BUKAN KEJURUTERAAN**

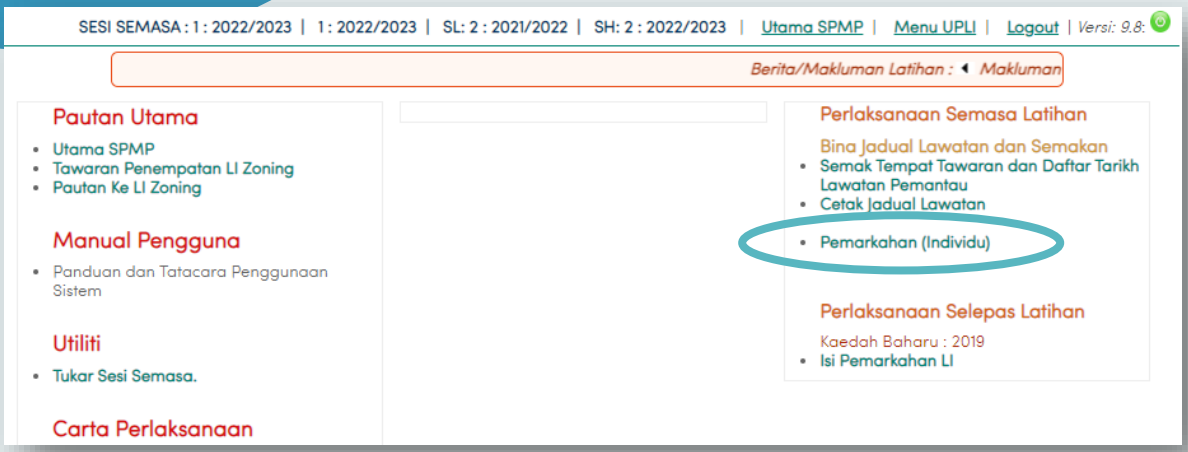
i. PENGISIAN MARKAH BAGI PENSYARAH PEMANTAU PELAJAR BUKAN KEJURUTERAAN



1. Daftar masuk ke portal **SPMP** menggunakan akaun sendiri.

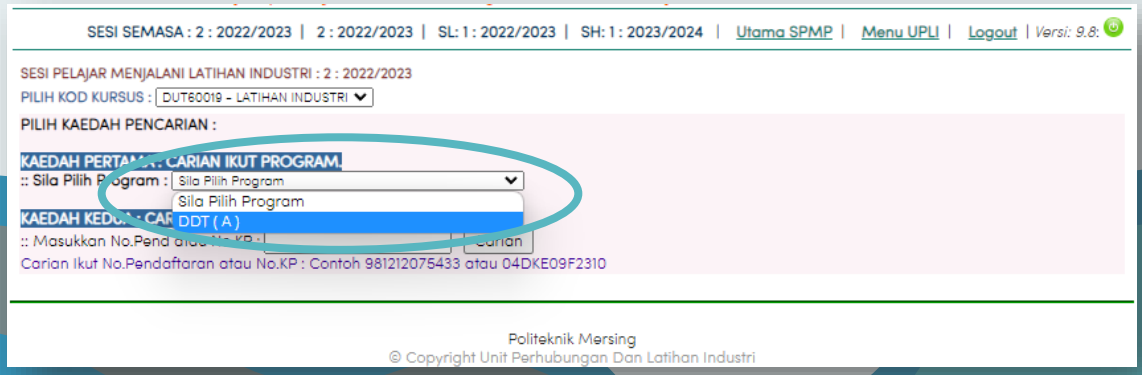
2. *Klik* menu **i-UPLI Versi Baharu**

3. Pilih menu **Pemarkahan (Individu).**



4. Pilih kod Kursus **DUT60019 – Latihan Industri**

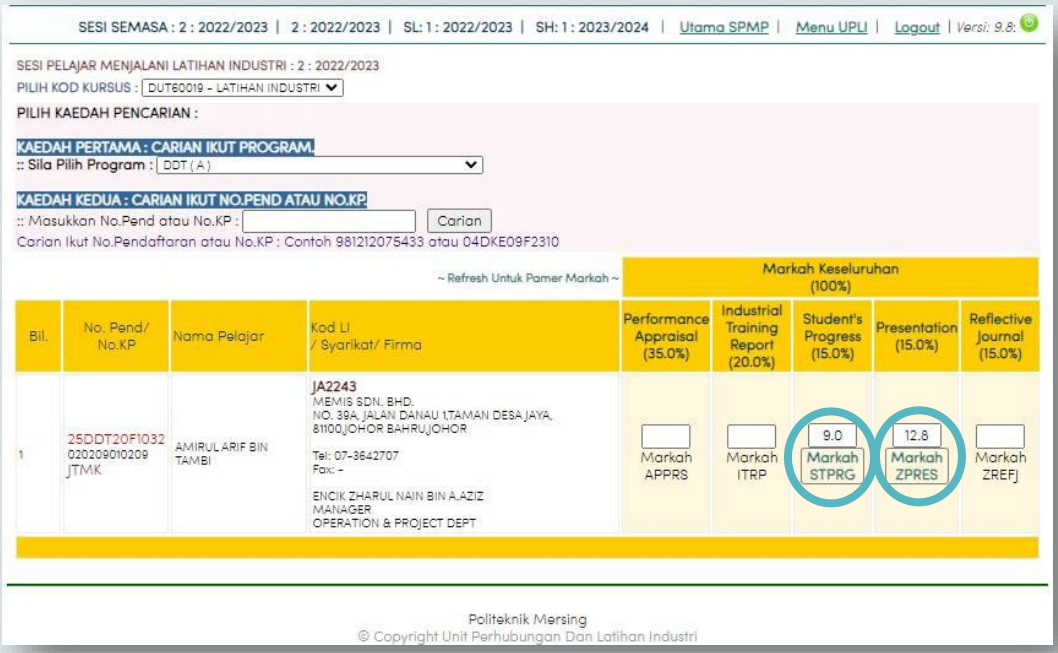
5. Pilih kelas/program mengikut pembahagian di senarai yang telah diberikan UPLI.



6. Setelah paparan mengikut kelas/program keluar, pilih menu seperti di bawah:

   a. Student Progress (15%)
   => Appendix 2 (Section E: Student's Progress (15%))

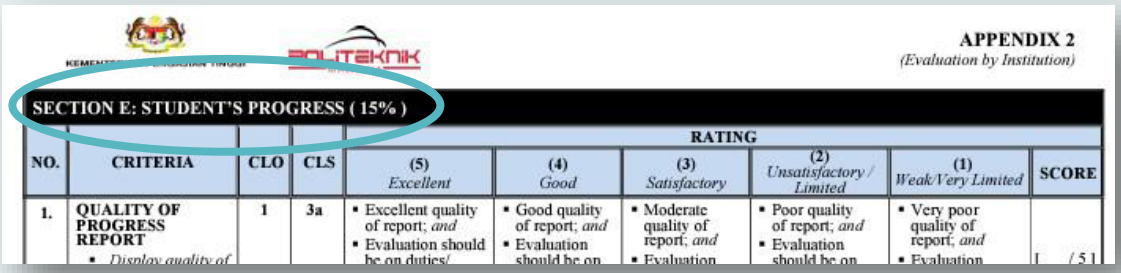
   b. Presentation (15%)
   => Appendix 2 (Section D: Presentation (15%))



7. Isi markah *Student Progress* mengikut lampiran Appendix 2 (Section E: Student's Progress (15%)). Rujukan **APPENDIX vs SPMP** *pop-up* menu adalah seperti gambarajah di bawah:

a. Student Progress (15%)

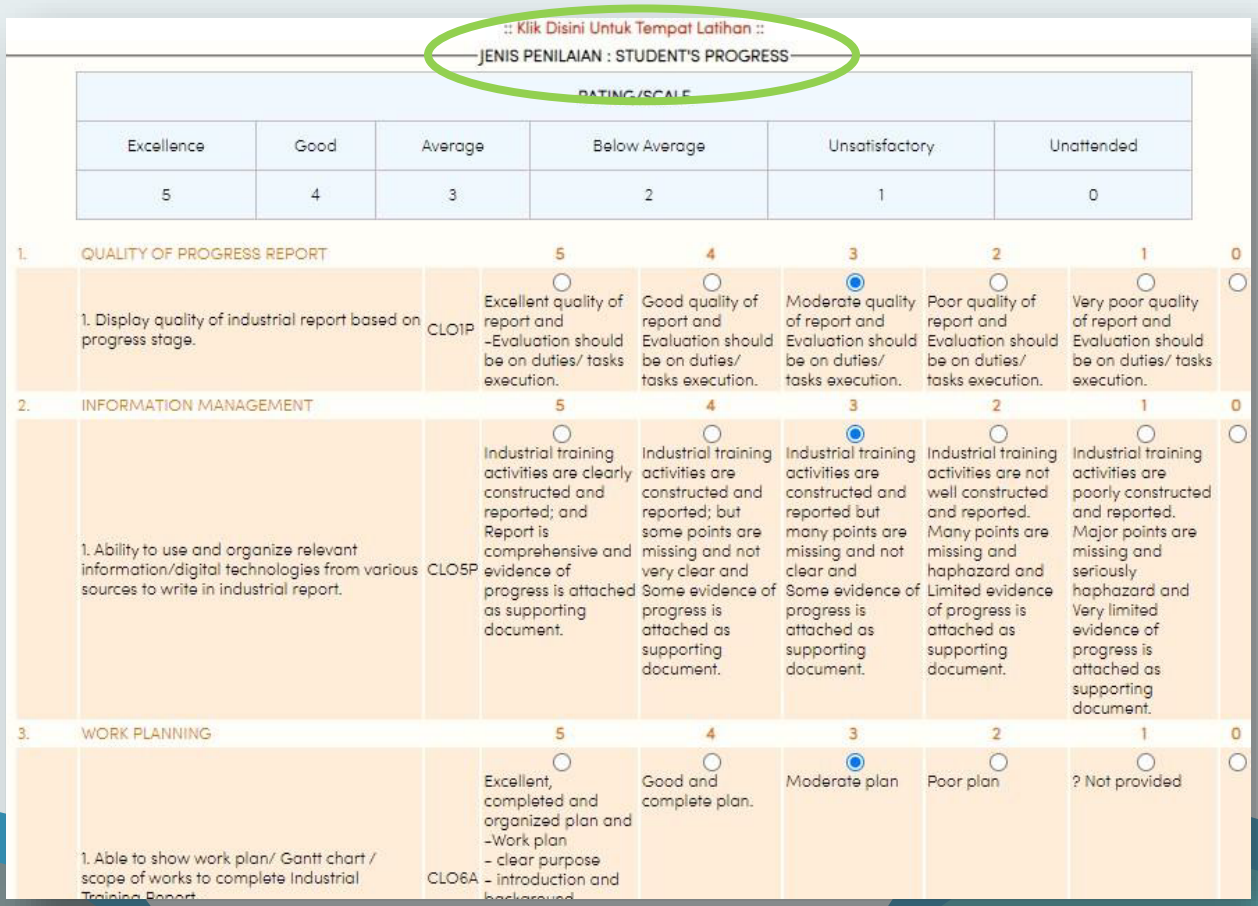
=> Appendix 2 (Section E: Student's Progress (15%))



APPENDIX 2
(Evaluation by Institution)

SECTION E: STUDENT'S PROGRESS (15%)

NO.	CRITERIA	CLO	CLS	RATING (5) Excellent	(4) Good	(3) Satisfactory	(2) Unsatisfactory / Limited	(1) Weak/Very Limited	SCORE
1.	**QUALITY OF PROGRESS REPORT** ▪ Display quality of	1	3a	▪ Excellent quality of report; *and* ▪ Evaluation should be on duties/	▪ Good quality of report; *and* ▪ Evaluation should be on	▪ Moderate quality of report; *and* ▪ Evaluation	▪ Poor quality of report; *and* ▪ Evaluation should be on	▪ Very poor quality of report; *and* ▪ Evaluation	/ 5



:: Klik Disini Untuk Tempat Latihan ::

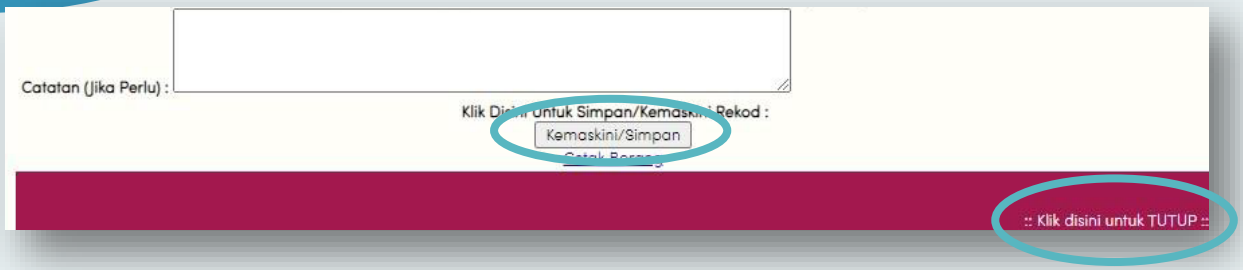
JENIS PENILAIAN : STUDENT'S PROGRESS

RATING/SCALE

Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

			5	4	3	2	1	0
1.	QUALITY OF PROGRESS REPORT							
	1. Display quality of industrial report based on progress stage.	CLO1P	Excellent quality of report and -Evaluation should be on duties/ tasks execution.	Good quality of report and Evaluation should be on duties/ tasks execution.	Moderate quality of report and Evaluation should be on duties/ tasks execution.	Poor quality of report and Evaluation should be on duties/ tasks execution.	Very poor quality of report and Evaluation should be on duties/ tasks execution.	
2.	INFORMATION MANAGEMENT		5	4	3	2	1	0
	1. Ability to use and organize relevant information/digital technologies from various sources to write in industrial report.	CLO5P	Industrial training activities are clearly constructed and reported; and Report is comprehensive and evidence of progress is attached as supporting document.	Industrial training activities are constructed and reported; but some points are missing and not very clear and Some evidence of progress is attached as supporting document.	Industrial training activities are constructed and reported but many points are missing and not clear and Some evidence of progress is attached as supporting document.	Industrial training activities are not well constructed and reported. Many points are missing and haphazard and Limited evidence of progress is attached as supporting document.	Industrial training activities are poorly constructed and reported. Major points are missing and seriously haphazard and Very limited evidence of progress is attached as supporting document.	
3.	WORK PLANNING		5	4	3	2	1	0
	1. Able to show work plan/ Gantt chart / scope of works to complete Industrial Training Report	CLO6A	Excellent, completed and organized plan and -Work plan - clear purpose - introduction and background	Good and complete plan.	Moderate plan	Poor plan	? Not provided	

8. Kemudian *klik* pada butang **Kemaskini/Simpan** dan *klik* pada **TUTUP** untuk keluar.

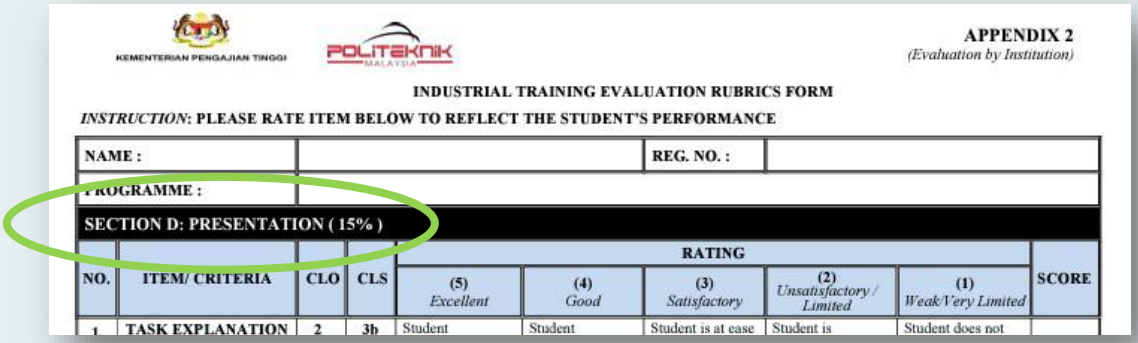


9. Jika markah tiada dipaparan utama, sila ***refresh***.

10. Isi markah *Presentation* mengikut lampiran Appendix 2 (Section D: Presentation (15%)). Rujukan **APPENDIX vs SPMP** *pop-up* menu adalah seperti gambarajah di bawah:

b. Presentation (15%)

=> Appendix 2 (Section D: Presentation (15%))



KEMENTERIAN PENGAJIAN TINGGI

POLITEKNIK MALAYSIA

APPENDIX 2
(Evaluation by Institution)

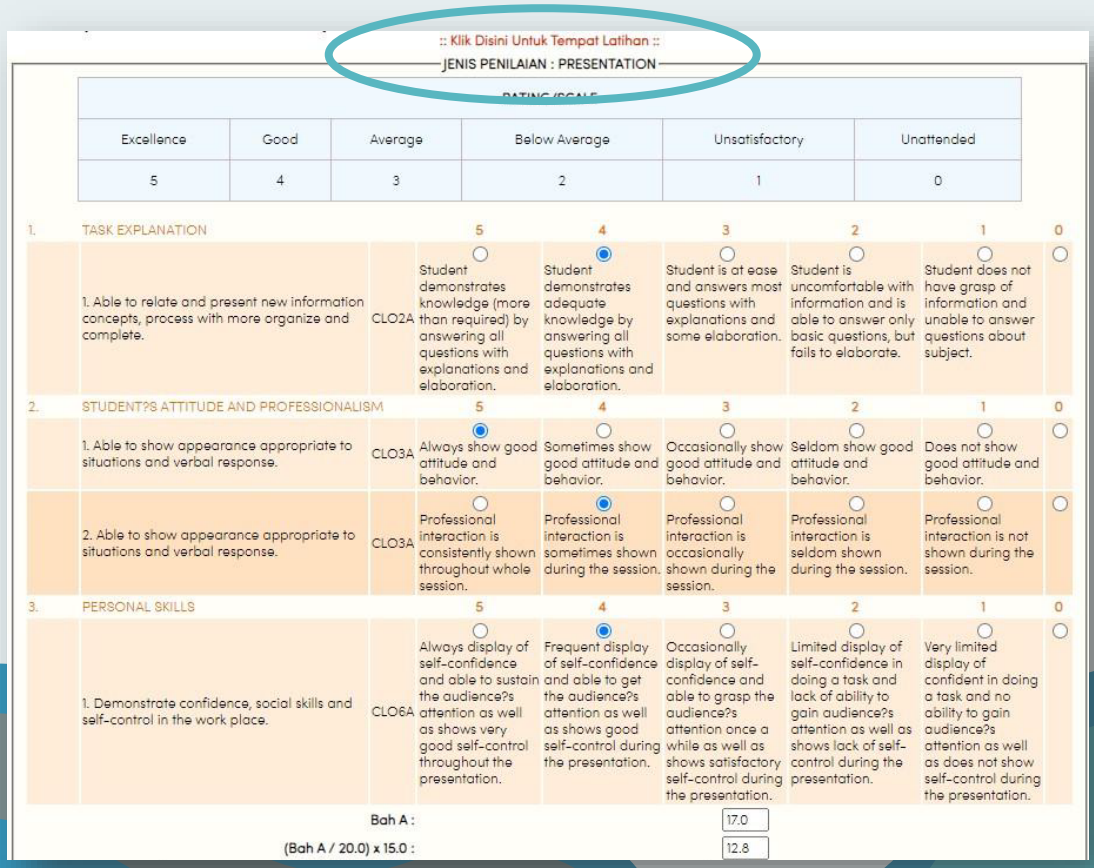
INDUSTRIAL TRAINING EVALUATION RUBRICS FORM

***INSTRUCTION*: PLEASE RATE ITEM BELOW TO REFLECT THE STUDENT'S PERFORMANCE**

NAME :		REG. NO. :	
PROGRAMME :			

SECTION D: PRESENTATION (15%)

NO.	ITEM/ CRITERIA	CLO	CLS	RATING (5) *Excellent*	(4) *Good*	(3) *Satisfactory*	(2) *Unsatisfactory / Limited*	(1) *Weak/Very Limited*	SCORE
1	TASK EXPLANATION	2	3b	Student	Student	Student is at ease	Student is	Student does not	



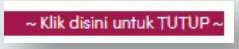
:: Klik Disini Untuk Tempat Latihan ::

JENIS PENILAIAN : PRESENTATION

Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

			5	4	3	2	1	0
1.	TASK EXPLANATION							
	1. Able to relate and present new information concepts, process with more organize and complete.	CLO2A	Student demonstrates knowledge (more than required) by answering all questions with explanations and elaboration.	Student demonstrates adequate knowledge by answering all questions with explanations and elaboration.	Student is at ease and answers most questions with explanations and some elaboration.	Student is uncomfortable with information and is able to answer only basic questions, but fails to elaborate.	Student does not have grasp of information and unable to answer questions about subject.	
2.	STUDENT?S ATTITUDE AND PROFESSIONALISM		5	4	3	2	1	0
	1. Able to show appearance appropriate to situations and verbal response.	CLO3A	Always show good attitude and behavior.	Sometimes show good attitude and behavior.	Occasionally show good attitude and behavior.	Seldom show good attitude and behavior.	Does not show good attitude and behavior.	
	2. Able to show appearance appropriate to situations and verbal response.	CLO3A	Professional interaction is consistently shown throughout whole session.	Professional interaction is sometimes shown during the session.	Professional interaction is occasionally shown during the session.	Professional interaction is seldom shown during the session.	Professional interaction is not shown during the session.	
3.	PERSONAL SKILLS		5	4	3	2	1	0
	1. Demonstrate confidence, social skills and self-control in the work place.	CLO6A	Always display of self-confidence and able to sustain the audience?s attention as well as shows very good self-control throughout the presentation.	Frequent display of self-confidence and able to get the audience?s attention as well as shows good self-control during the presentation.	Occasionally display of self-confidence and able to grasp the audience?s attention once a while as well as shows satisfactory self-control during the presentation.	Limited display of self-confidence in doing a task and lack of ability to gain audience?s attention as well as shows lack of self-control during the presentation.	Very limited display of confident in doing a task and no ability to gain audience?s attention as well as does not show self-control during the presentation.	
		Bah A :			17.0			
		(Bah A / 20.0) x 15.0 :			12.8			

11. Kemudian *klik* pada butang **Kemaskini/Simpan** dan klik pada **TUTUP** untuk keluar.

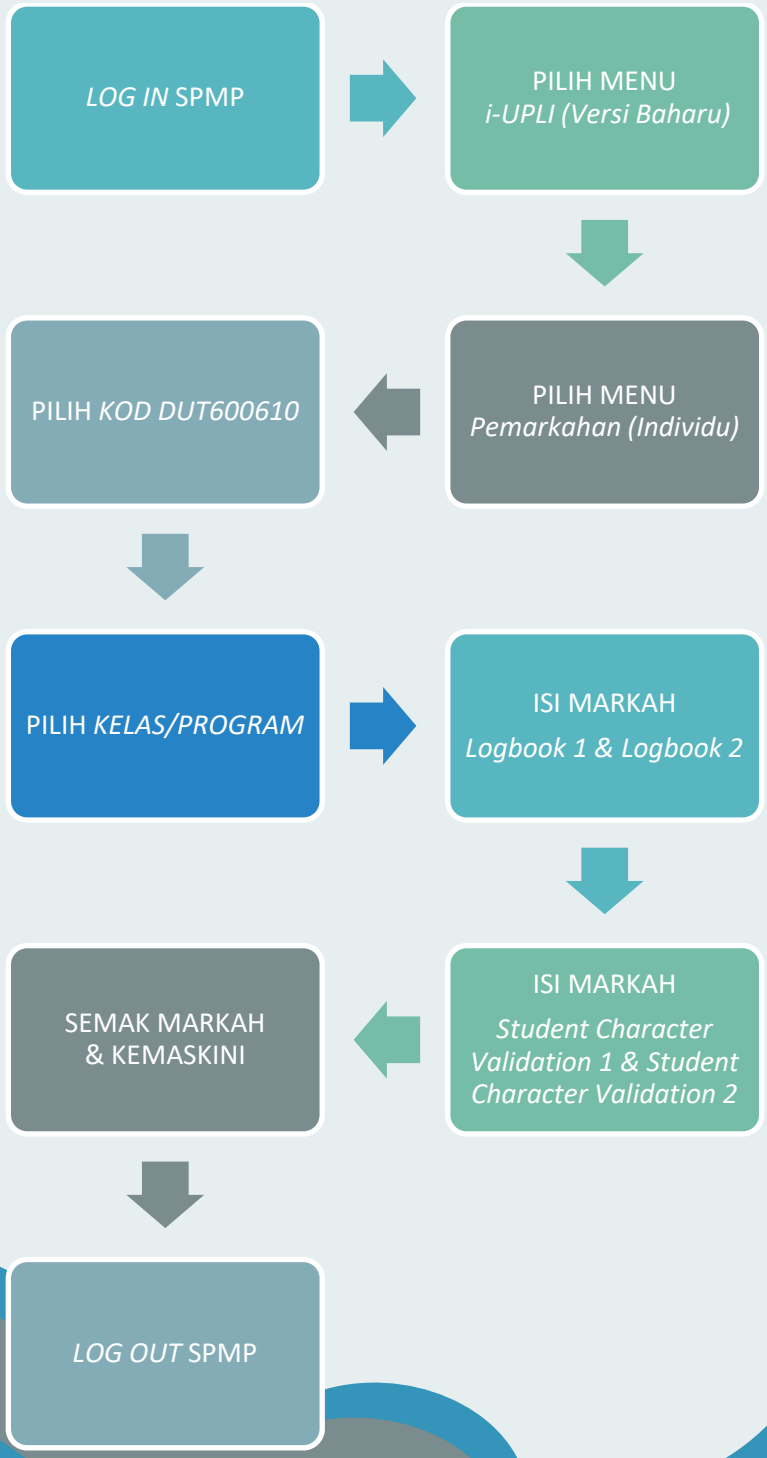


12. Jika markah tiada dipaparan utama, sila ***Refresh***.

13. Sila pastikan semua markah di kertas Rubrik Appendix 2 sama dengan markah di **i-UPLI SPMP**.

B. DUT 600610 – KEJURUTERAAN

i. PENGISIAN MARKAH UNTUK PENSYARAH PEMANTAU PELAJAR KEJURUTERAAN

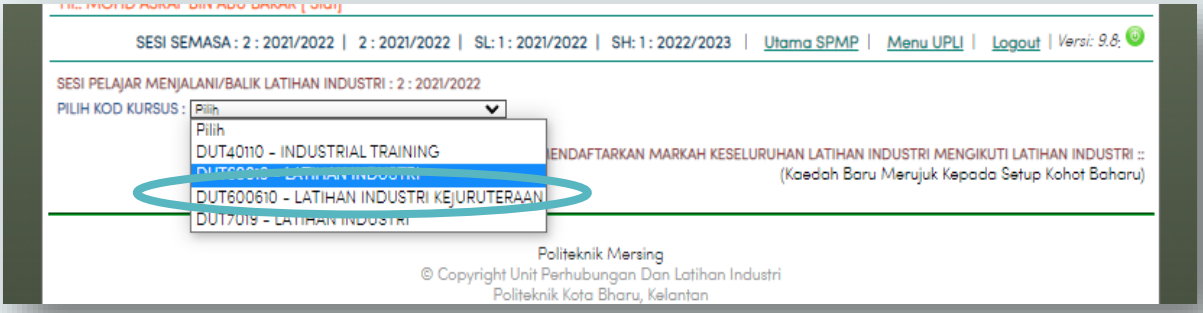


1. Daftar masuk ke **SPMP** menggunakan akaun sendiri.

2. Pilih menu **i-UPLI Versi Baharu**.

3. Pilih menu **Pemarkahan (Individu)** di bahagian Perlaksanaan Semasa Latihan.

4. Pilih kod kursus **DUT600610 – LATIHAN INDUSTRI KEJURUTERAAN**



5. Pilih kelas/program mengikut pembahagian di senarai yang telah diberikan.

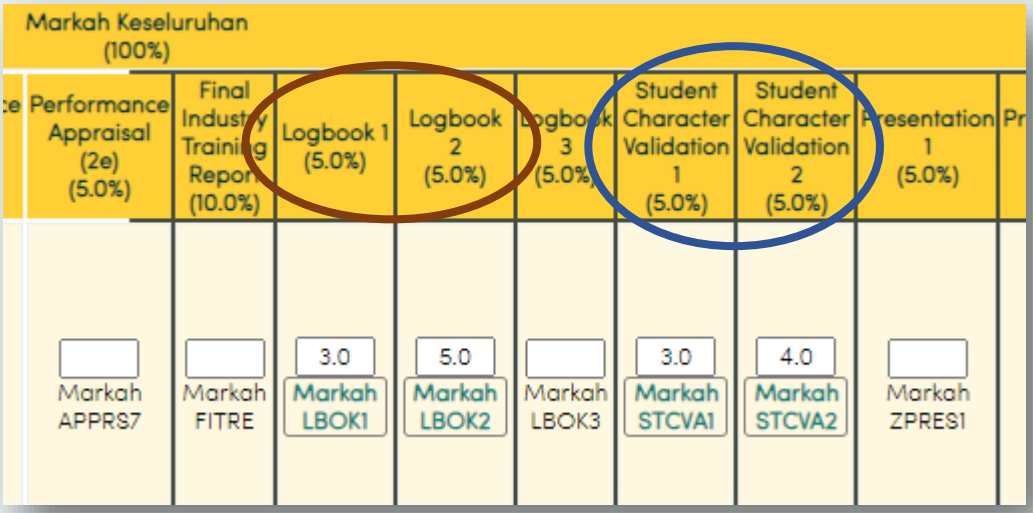
6. Setelah paparan mengikut kelas/program terpapar, pilih menu seperti di bawah:

   a. ***Logbook 1***
      => Appendix E2 (Section A: LOGBOOK (5%))

   b. ***Logbook 2***
      => Appendix E2 (Section A: INTERVIEW (5%))

   c. ***Student Character Validation 1***
      => Appendix E2 (Section B (i): STUDENT CHARACTER VALIDATION (5%)
      => (Supervisor)

   d. ***Student Character Validation 2***
      => Appendix E2 Section B (ii): STUDENT CHARACTER VALIDATION (5%)
      => (Co-Worker)



7. Isi markah Appendix E2 pada semua bahagian seperti rujukan **APPENDIX vs SPMP** *pop-up menu* di bawah:

a. Logbook 1

=> Appendix E2 (Section A: LOGBOOK (5%))

SECTION A: LOGBOOK (5%) AND INTERVIEW (5%)

Please [illegible] to students' performance based [illegible] attribute and scale below:

DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E2 (ENGINEERNG L(/ VISITING LECTURER EVALUATION)

	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Logbook : Explain the task by using effective verbal/visual communication skill (5%)						
Arrange & Explain task/activity in logbook	Content is not arranged, does not explain the task and using inappropriate technical terminology	Content is arranged based on unrelated or preferred activities, comprehensive handwriting, explain without supporting documentation and using un adequate technical terminology	Content is arranged only based on main activities, comprehensive handwriting, explained but lack of supporting document and using adequate technical terminology	Content is arranged accordingly to weekly/monthly activities, good handwriting, explained with supporting documentation and used of appropriate technical terminology	Content is arranged accordingly to daily activities, neat handwriting, descriptively explained with supporting documentation and used of correct technical terminology	/5
Create creative visual information	Unable to create any creative visual information in the logbook	Create poor creative visual information in the logbook but irrelevant to the task elaboration	Create moderate creative visual information in the logbook which relevant to the task elaboration	Create good creative visual information in the logbook which relevant to the task elaboration	Create excellent creative visual information in the logbook which is relevant to the task elaboration	/5
Clarify unclear task	Does not mention an unclear task	Does not clarify unclear tasks, no discussion and follow up	Clarify unclear task without any supporting discussion evidence. follow up for improvement only when instructed	Clarify unclear task using supporting discussion evidence either with supervisor or staff. follow up for improvement when instructed	Clarify unclear tasks using supporting discussion evidence with others parties. Always follow up for improvement	/5
					TOTAL	/15

JENIS PENILAIAN : LOGBOOK 1

RATING/SCALE					
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

1. Logbook : Explain the task by using effective verbal/visual communication skill		5	4	3	2	1	0
1. Arrange & Explain task/activity in logbook	CLO5A	Content is arranged accordingly to daily activities, neat handwriting, descriptively explained with supporting documentation and used of correct technical terminology	Content is arranged accordingly to weekly/monthly activities, good handwriting, explained with supporting documentation and used of appropriate technical terminology	Content is arranged only based on main activities, comprehensive handwriting, explained but lack of supporting document and using adequate technical terminology	Content is arranged based on unrelated or preferred activities, comprehensive handwriting, explain without supporting documentation and using un adequate technical terminology	Content is not arranged, does not explain the task and using inappropriate technical terminology	
2. Create creative visual information	CLO5A	Create excellent creative visual information in the logbook which is relevant to the task elaboration	Create good creative visual information in the logbook which relevant to the task elaboration	Create moderate creative visual information in the logbook which relevant to the task elaboration	Create poor creative visual information in the logbook but irrelevant to the task elaboration	Unable to create any creative visual information in the logbook	
3. Clarify unclear task	CLO5A	Clarify unclear tasks using supporting discussion evidence with others parties. Always follow up for improvement	Clarify unclear task using supporting discussion evidence either with supervisor or staff. follow up for improvement when instructed	Clarify unclear task without any supporting discussion evidence. follow up for improvement only when instructed	Does not clarify unclear tasks, no discussion and follow up	Does not mention an unclear task	
	Bah A :			9.0			
	(Bah A / 15.0) x 5.0 :			3.0			

b. Logbook 2

=> Appendix E2 (Section A: INTERVIEW (5%))

Interview : Explain the task by using effective verbal/visual communication skill (5%)						
Interview preparation	Document is not well prepared and incomprehensible	Document is not well prepared and barely comprehensible	Document is prepared with gap and comprehensible	Document is well prepared and comprehensible	Document is well prepared and neat	/5
Use technical terminology to describe the task/activities	Unable to describe work process	Describe work process using inappropriate technical terminology during the interview session	Describe work process using appropriate technical terminology occasionally during the interview session.	Describe work process using appropriate technical terminology most of the time during the interview session	Describe work process using appropriate technical terminology and varied vocabulary effectively throughout the interview session	/5
Explanation of log book (Student Activities - Daily planning, Level of interaction, Content of logbook & familiarity)	Unable to relate working skills to the assigned task	Rarely able to relate working skills to the assigned task during the interview session	Able to relate working skills to the assigned task very well now and then during the interview session	Able to relate working skills to the assigned task very well most of the time during the interview session	Able to relate working skills to the assigned task very well throughout the interview session	/5
					TOTAL	/15

JENIS PENILAIAN : LOGBOOK 2

RATING/SCALE					
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

1.	Interview : Explain the task by using effective verbal/visual communication skill		5	4	3	2	1	0
	1. Interview preparation	CLO5A	Document is well prepared and neat	Document is well prepared and comprehensible	Document is prepared with gap and comprehensible	Document is not well prepared and barely comprehensible	Document is not well prepared and incomprehensible	
	2. Use technical terminology to describe the task/activities	CLO5A	Describe work process using appropriate technical terminology and varied vocabulary effectively throughout the interview session	Describe work process using appropriate technical terminology most of the time during the interview session	Describe work process using appropriate technical terminology occasionally during the interview session.	Describe work process using inappropriate technical terminology during the interview session	Unable to describe work process	
	3. Explanation of log book (Student Activities -Daily planning, Level of interaction, Content of logbook & familiarity)	CLO5A	Able to relate working skills to the assigned task very well throughout the interview session	Able to relate working skills to the assigned task very well most of the time during the interview session	Able to relate working skills to the assigned task very well now and then during the interview session	Rarely able to relate working skills to the assigned task during the interview session	Unable to relate working skills to the assigned task	
		Bah A :			15.0			
		(Bah A / 15.0) x 5.0 :			5.0			

c. *Student Character Validation 1*

=> Appendix E2 (Section B (i): STUDENT CHARACTER VALIDATION (5%)

=> (Supervisor)

DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E2 (ENGINEERNG LI/ VISITING LECTURER EVALUATION)

SECTION B (i): STUDENT CHARACTER VALIDATION (5%)
Please rate students' performance based on attribute and scale below:

Student Name :						
Registration No. :			**Programme & Polytechnic**			
	Beginning (1)	**Need Improvement (2)**	**Acceptable (3)**	**Accomplish (4)**	**Exemplary (5)**	**Score**
Practice professional ethics and responsibilities as engineering technician						
ATTENDANCE, PUNCTUALITY, AND RELIABILITY • Completes required working hours • Notifies any absentee at the beginning of working day • Provides adequate notice for time off • Break time according to the schedule	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
APPEARANCE • Adheres to employer's dress code • Presents a neat and clean appearance • Wears clothing suitable to the job, task, and environment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
ATTITUDE • Displays a willingness to cooperate • Accepts constructive criticism • Displays and communicates empathy to customers and co-workers • Projects self-confidence and sincerity	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
RESPECT • Treats supervisors and fellow employees with respect, courtesy, and tactful. • Does not engage in any kind of harassment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
					TOTAL	/20
Name of supervisor : **Designation / stamp :**			**Date :**			

JENIS PENILAIAN : STUDENT CHARACTER VALIDATION 1

RATING/SCALE					
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

1. Practice professional ethics and responsibilities as engineering technician ASSESSMENT BY SUPERVISOR:		5	4	3	2	1	0
1. ATTENDANCE, PUNCTUALITY, AND RELIABILITY -Completes required working hours -Notifies any absentee at the beginning of working day -Provides adequate notice for time off -Break time according to the schedule	CLO3A	○ Excellent and consistently practiced	○ Good and practice most of the time during industrial placement	○ Comply and practice moderately of the time during industrial training	● Practiced under supervision	○ Unable to practice even with supervision	○
2. APPEARANCE - Adheres to employer?s dress code - Presents a neat and clean appearance - Wears clothing suitable to the job, task, and environment	CLO3A	○ Excellent and consistently practiced	○ Good and practice most of the time during industrial placement	● Comply and practice moderately of the time during industrial training	○ Practiced under supervision	○ Unable to practice even with supervision	○
3. ATTITUDE - Displays a willingness to cooperate - Accepts constructive criticism - Displays and communicates empathy to customers and co-workers - Projects self-confidence and sincerity	CLO3A	○ Excellent and consistently practiced	○ Good and practice most of the time during industrial placement	● Comply and practice moderately of the time during industrial training	○ Practiced under supervision	○ Unable to practice even with supervision	○
4. RESPECT - Treats supervisors and fellow employees with respect, courtesy, and tactful. - Does not engage in any kind of harassment	CLO3A	○ Excellent and consistently practiced	● Good and practice most of the time during industrial placement	○ Comply and practice moderately of the time during industrial training	○ Practiced under supervision	○ Unable to practice even with supervision	○
	Bah A :			12.0			
	(Bah A / 20.0) x 5.0 :			3.0			

d. Student Character Validation 2

=> Appendix E2 Section B (ii): STUDENT CHARACTER VALIDATION (5%)

=> (Co-Worker)

APPENDIX E2 (ENGINEERNG LI/ VISITING LECTURER EVALUATION)

SECTION B (ii): STUDENT CHARACTER VALIDATION (5)
Please rate students' performance based on attribute and scale below:

Student Name :						
Registration No. :			**Programme & Polytechnic**			
	Beginning (1)	**Need Improvement (2)**	**Acceptable (3)**	**Accomplish (4)**	**Exemplary (5)**	**Score**
Practice professional ethics and responsibilities as engineering technician						
ATTENDANCE, PUNCTUALITY, AND RELIABILITY • Completes required working hours • Notifies any absentee at the beginning of working day • Provides adequate notice for time off • Break time according to the schedule	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
APPEARANCE • Adheres to employer's dress code • Presents a neat and clean appearance • Wears clothing suitable to the job, task, and environment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
ATTITUDE • Displays a willingness to cooperate • Accepts constructive criticism • Displays and communicates empathy to customers and co-workers • Projects self-confidence and sincerity	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
RESPECT • Treats supervisors and fellow employees with respect, courtesy, and tactful. • Does not engage in any kind of harassment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
					TOTAL	/20
Name of Co-worker :			**Date** :			
Designation / stamp :						

JENIS PENILAIAN : STUDENT CHARACTER VALIDATION 2

RATING/SCALE					
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

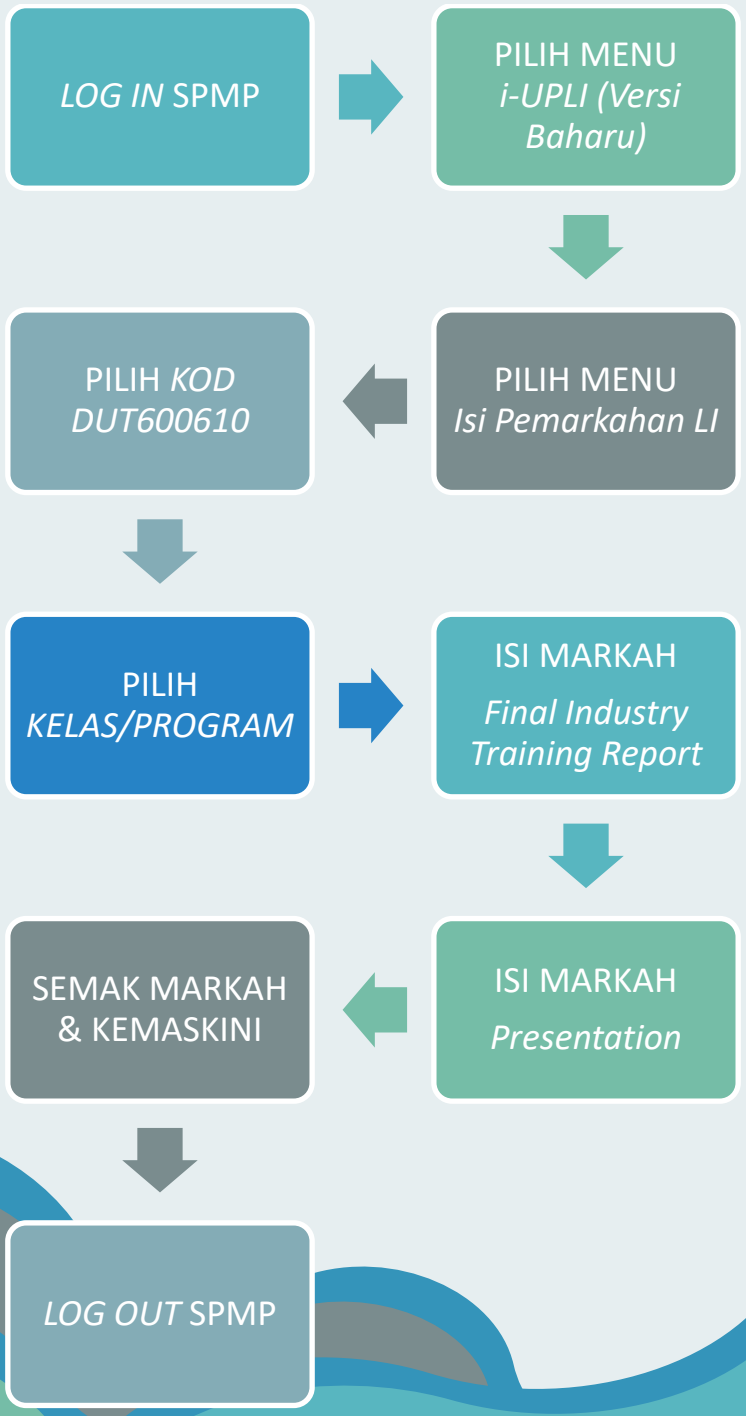
1. Practice professional ethics and responsibilities as engineering technician ASSESSMENT BY CO-WORKER:		5	4	3	2	1	0
1. ATTENDANCE, PUNCTUALITY, AND RELIABILITY -Completes required working hours -Notifies any absentee at the beginning of working day -Provides adequate notice for time off -Break time according to the schedule	CLO3A	○ Excellent and consistently practiced	○ Good and practice most of the time during industrial placement	● Comply and practice moderately of the time during industrial training	○ Practiced under supervision	○ Unable to practice even with supervision	○
2. APPEARANCE - Adheres to employer?s dress code - Presents a neat and clean appearance - Wears clothing suitable to the job, task, and environment	CLO3A	● Excellent and consistently practiced	○ Good and practice most of the time during industrial placement	○ Comply and practice moderately of the time during industrial training	○ Practiced under supervision	○ Unable to practice even with supervision	○
3. ATTITUDE - Displays a willingness to cooperate - Accepts constructive criticism - Displays and communicates empathy to customers and co-workers - Projects self-confidence and sincerity	CLO3A	○ Excellent and consistently practiced	● Good and practice most of the time during industrial placement	○ Comply and practice moderately of the time during industrial training	○ Practiced under supervision	○ Unable to practice even with supervision	○
4. RESPECT - Treats supervisors and fellow employees with respect, courtesy, and tactful. - Does not engage in any kind of harassment	CLO3A	○ Excellent and consistently practiced	● Good and practice most of the time during industrial placement	○ Comply and practice moderately of the time during industrial training	○ Practiced under supervision	○ Unable to practice even with supervision	○
	Bah A :			16.0			
	(Bah A / 20.0) x 5.0 :			4.0			

8. Pastikan semua markah di kertas Rubrik E2 sama dengan markah di **i-UPLI SPMP**.

3.0 TATACARA PENGISIAN MARKAH PENILAI

A. DUT 600610 - KEJURUTERAAN

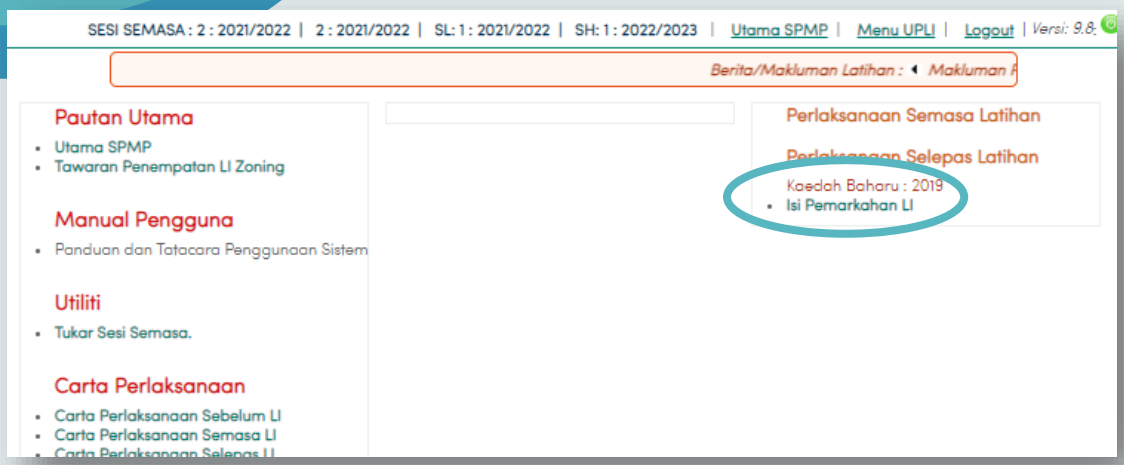
i. PENGISIAN MARKAH UNTUK PENSYARAH PENILAI PELAJAR KEJURUTERAAN



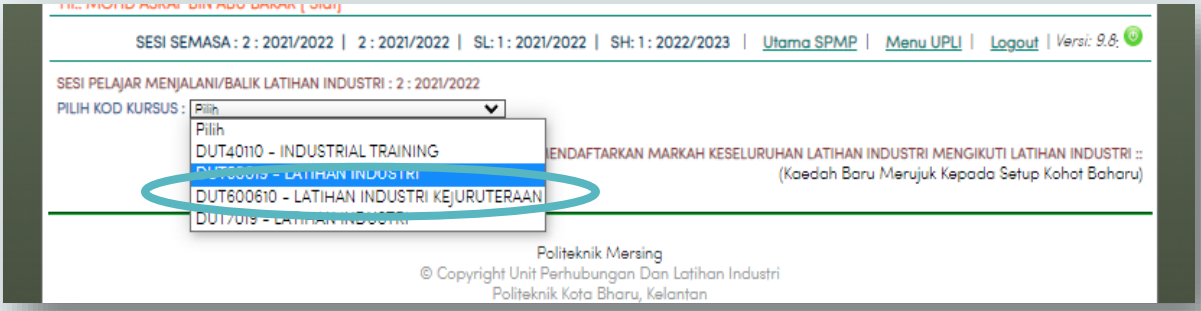
1. Daftar masuk ke **SPMP** menggunakan akaun sendiri.

2. Pilih menu **i-UPLI Versi Baharu**.

3. Pilih menu **Isi Pemarkahan LI**.



4. Pilih kod Kursus **DUT600610 – Latihan Industri kejuruteraan**

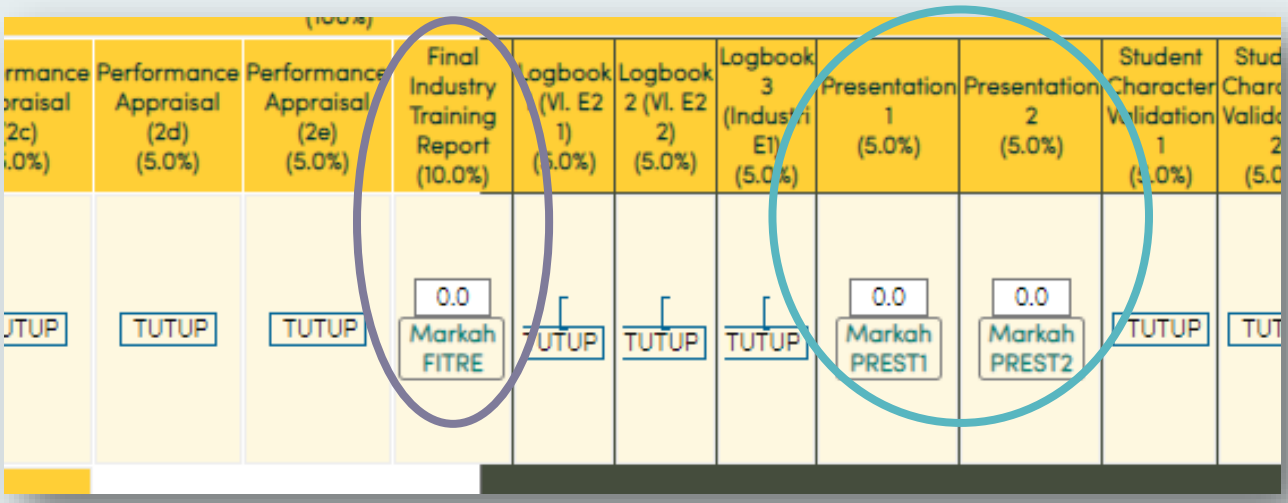


5. Pilih kelas/program mengikut pembahagian di senarai yang telah diberikan UPLI.

6. Setelah paparan mengikut kelas/program keluar, pilih menu seperti di bawah:

   a. ***Final Industry Training Report (lecturer) (10%)***
      => Appendix E3 (Section A: Final Report (10%))

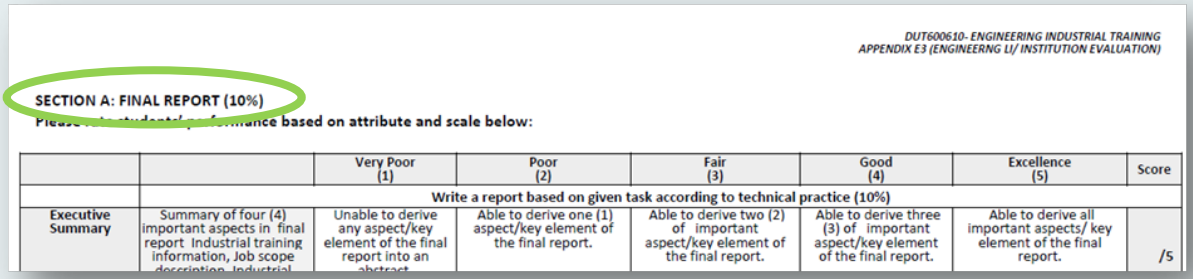
   b. ***Presentation (10%)***
      => Presentation 1 (5%) & Presentation 2 (5%)
      => Appendix E3 (Section B: Presentation (10%))



7. Isi markah Appendix E3 pada semua bahagian seperti rujukan **APPENDIX vs SPMP** *pop-up menu* di bawah:

a. Final Industry Training Report (lecturer) (10%)

=> Appendix E3 (Section A: Final Report (10%))

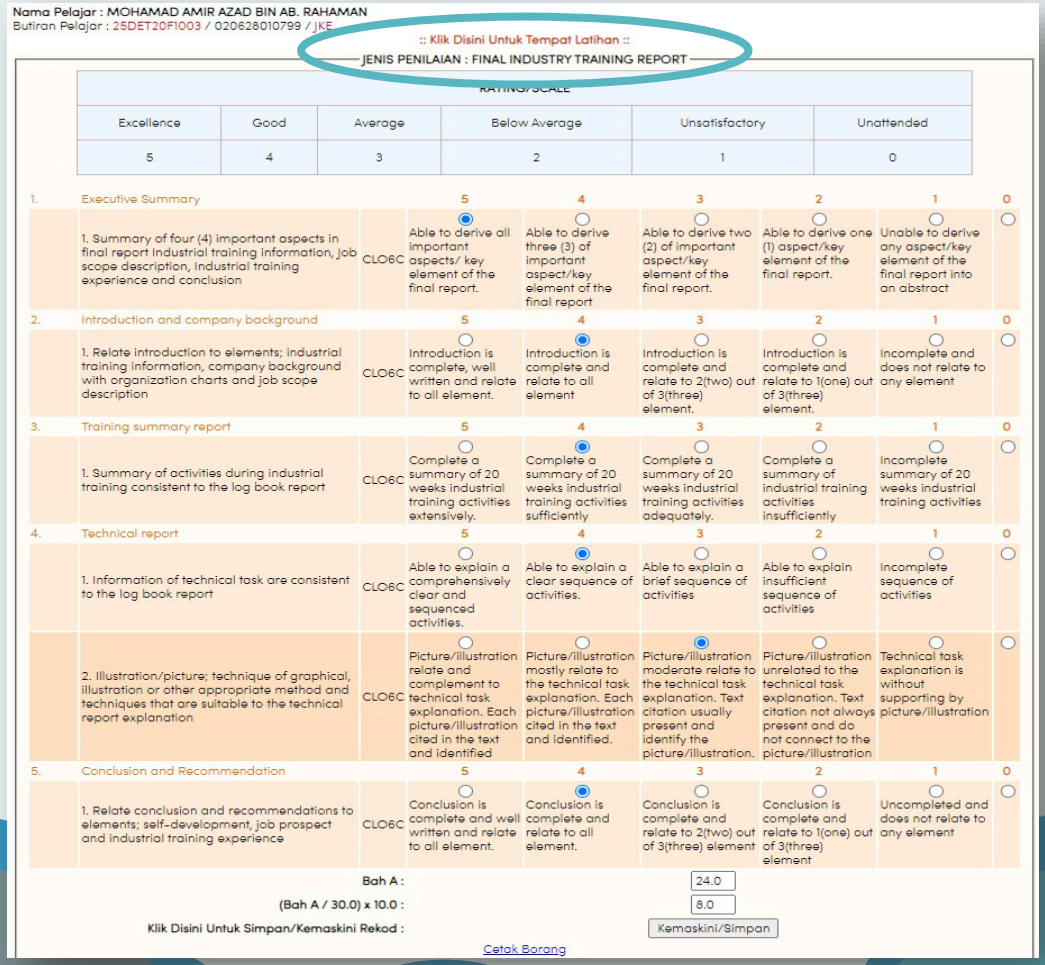


DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E3 (ENGINEERNG LI/ INSTITUTION EVALUATION)

SECTION A: FINAL REPORT (10%)

Please [illegible] student's performance based on attribute and scale below:

		Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellence (5)	Score
	Write a report based on given task according to technical practice (10%)						
Executive Summary	Summary of four (4) important aspects in final report Industrial training information, Job scope description, Industrial [illegible]	Unable to derive any aspect/key element of the final report into an abstract	Able to derive one (1) aspect/key element of the final report.	Able to derive two (2) of important aspect/key element of the final report.	Able to derive three (3) of important aspect/key element of the final report.	Able to derive all important aspects/ key element of the final report.	/5



Nama Pelajar : MOHAMAD AMIR AZAD BIN AB. RAHAMAN
Butiran Pelajar : 25DET20F1003 / 020628010799 / JKE

:: Klik Disini Untuk Tempat Latihan ::

JENIS PENILAIAN : FINAL INDUSTRY TRAINING REPORT

RATING/SCALE

Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

			5	4	3	2	1	0
1.	Executive Summary							
	1. Summary of four (4) important aspects in final report Industrial training information, Job scope description, Industrial training experience and conclusion	CLO6C	Able to derive all important aspects/ key element of the final report.	Able to derive three (3) of important aspect/key element of the final report	Able to derive two (2) of important aspect/key element of the final report.	Able to derive one (1) aspect/key element of the final report.	Unable to derive any aspect/key element of the final report into an abstract	
2.	Introduction and company background							
	1. Relate introduction to elements; industrial training information, company background with organization charts and job scope description	CLO6C	Introduction is complete, well written and relate to all element.	Introduction is complete and relate to all element	Introduction is complete and relate to 2(two) out of 3(three) element.	Introduction is complete and relate to 1(one) out of 3(three) element.	Incomplete and does not relate to any element	
3.	Training summary report							
	1. Summary of activities during industrial training consistent to the log book report	CLO6C	Complete a summary of 20 weeks industrial training activities extensively.	Complete a summary of 20 weeks industrial training activities sufficiently	Complete a summary of 20 weeks industrial training activities adequately.	Complete a summary of industrial training activities insufficiently	Incomplete summary of 20 weeks industrial training activities	
4.	Technical report							
	1. Information of technical task are consistent to the log book report	CLO6C	Able to explain a comprehensively clear and sequenced activities.	Able to explain a clear sequence of activities.	Able to explain a brief sequence of activities	Able to explain insufficient sequence of activities	Incomplete sequence of activities	
	2. Illustration/picture; technique of graphical, illustration or other appropriate method and techniques that are suitable to the technical report explanation	CLO6C	Picture/illustration relate and complement to technical task explanation. Each picture/illustration cited in the text and identified	Picture/illustration mostly relate to the technical task explanation. Each picture/illustration cited in the text and identified.	Picture/illustration moderate relate to the technical task explanation. Text citation usually present and identify the picture/illustration.	Picture/illustration unrelated to the technical task explanation. Text citation not always present and do not connect to the picture/illustration	Technical task explanation is without supporting by picture/illustration	
5.	Conclusion and Recommendation							
	1. Relate conclusion and recommendations to elements; self-development, job prospect and industrial training experience	CLO6C	Conclusion is complete and well written and relate to all element.	Conclusion is complete and relate to all element.	Conclusion is complete and relate to 2(two) out of 3(three) element	Conclusion is complete and relate to 1(one) out of 3(three) element	Uncompleted and does not relate to any element	

Bah A : 24.0

(Bah A / 30.0) x 10.0 : 8.0

Klik Disini Untuk Simpan/Kemaskini Rekod : Kemaskini/Simpan

Cetak Borang

b. ***Presentation (10%)***

=> Presentation 1 (5%) & Presentation 2 (5%)

=> Appendix E3 (Section B: Presentation (10%))

i. Presentation 1 (5%)

SECTION B: PRESENTATION (10%)

DUT600610- ENGINEERING INDUSTRIAL TRAINING
APPENDIX E3 (ENGINEERNG LI/ INSTITUTION EVALUATION)

Assessment students' performance based on attribute and scale below:

	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellence (5)	Score
Explain the task by using effective verbal/visual communication skill (5%)						
Triangulation of final report & presentation	Presentation are not relevant to the final report	Presentation inconsistent to the final report information	Presentation are moderate consistent to the final report information	Presentation are consistent to the final report information	Presentation are concise, clear and consistent to the final report	/5

:: Daftar Markah Bagi Jenis Penilaian: **PRESENTATION 1**
Sesi Menjalani Latihan Industri : **2 : 2022/2023**

Nama Pelajar : SAFAWATI IZZANI BINTI SAMSUL
Butiran Pelajar : 25DEE20F1001 / 020617100086 / JKE

:: Klik Disini Untuk Tempat Latihan ::

JENIS PENILAIAN : PRESENTATION 1

RATING/SCALE

Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

1.	Explain the task by using effective verbal/visual communication skill		5	4	3	2	1	0
	1. Triangulation of final report and presentation	CLO5A	Presentation are concise, clear and consistent to the final report information	Presentation are consistent to the final report information	Presentation are moderate consistent to the final report information	Presentation inconsistent to the final report information	Presentation are not relevant to the final report information	●

Bah A : 0.0

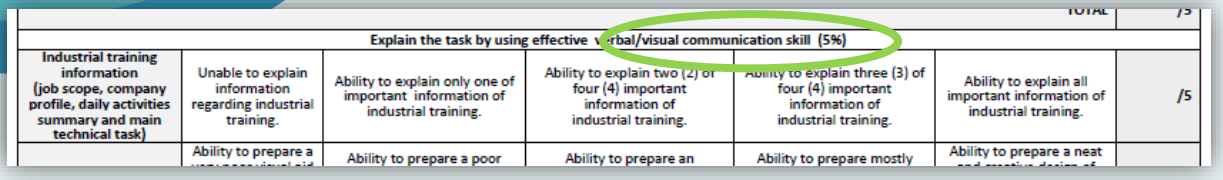
(Bah A / 5.0) x 5.0 : 0.0

Klik Disini Untuk Simpan/Kemaskini Rekod : Kemaskini/Simpan

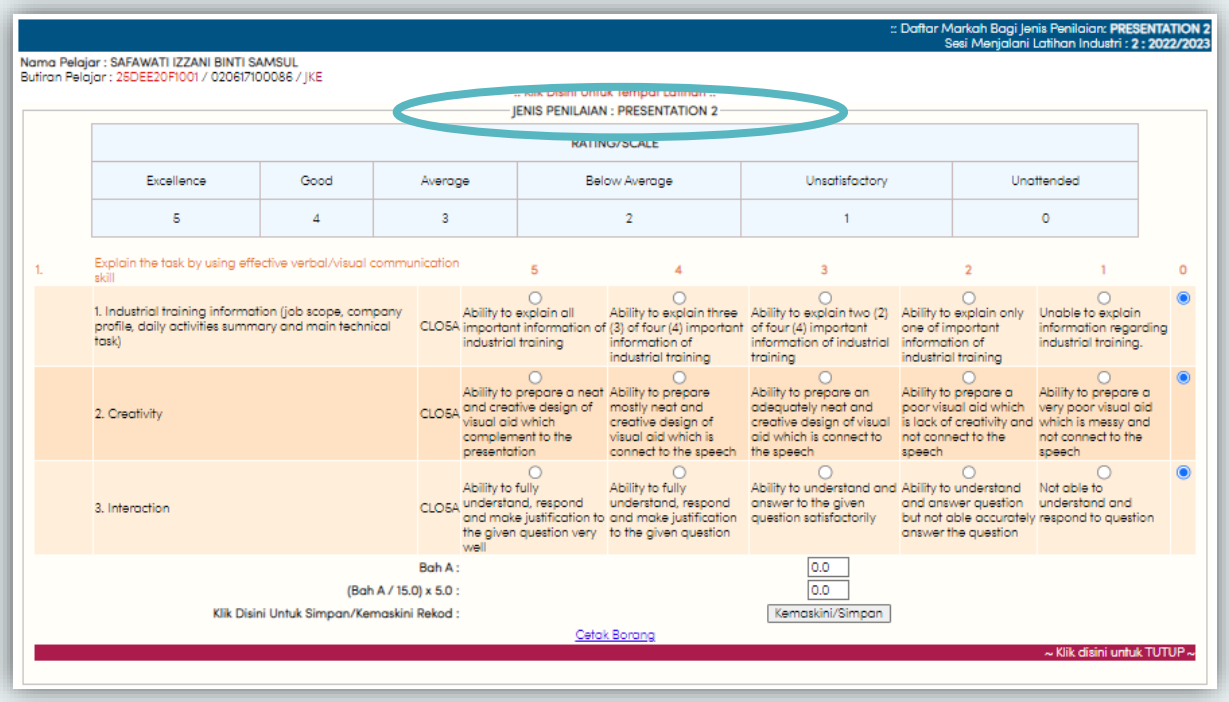
Cetak Borang

~ Klik disini untuk TUTUP ~

ii. Presentation 2 (5%)



						/5
Explain the task by using effective verbal/visual communication skill (5%)						
Industrial training information (job scope, company profile, daily activities summary and main technical task)	Unable to explain information regarding industrial training.	Ability to explain only one of important information of industrial training.	Ability to explain two (2) of four (4) important information of industrial training.	Ability to explain three (3) of four (4) important information of industrial training.	Ability to explain all important information of industrial training.	/5
	Ability to prepare a	Ability to prepare a poor	Ability to prepare an	Ability to prepare mostly	Ability to prepare a neat	



:: Daftar Markah Bagi Jenis Penilaian: PRESENTATION 2
Sesi Menjalani Latihan Industri : 2 : 2022/2023

Nama Pelajar : SAFAWATI IZZANI BINTI SAMSUL
Butiran Pelajar : 25DEE20F1001 / 020617100086 / JKE

JENIS PENILAIAN : PRESENTATION 2

RATING/SCALE					
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended
5	4	3	2	1	0

1.	Explain the task by using effective verbal/visual communication skill		5	4	3	2	1	0
	1. Industrial training information (job scope, company profile, daily activities summary and main technical task)	CLO5A	Ability to explain all important information of industrial training	Ability to explain three (3) of four (4) important information of industrial training	Ability to explain two (2) of four (4) important information of industrial training	Ability to explain only one of important information of industrial training	Unable to explain information regarding industrial training.	
	2. Creativity	CLO5A	Ability to prepare a neat and creative design of visual aid which complement to the presentation	Ability to prepare mostly neat and creative design of visual aid which is connect to the speech	Ability to prepare an adequately neat and creative design of visual aid which is connect to the speech	Ability to prepare a poor visual aid which is lack of creativity and not connect to the speech	Ability to prepare a very poor visual aid which is messy and not connect to the speech	
	3. Interaction	CLO5A	Ability to fully understand, respond and make justification to the given question very well	Ability to fully understand, respond and make justification to the given question	Ability to understand and answer to the given question satisfactorily	Ability to understand and answer question but not able accurately answer the question	Not able to understand and respond to question	

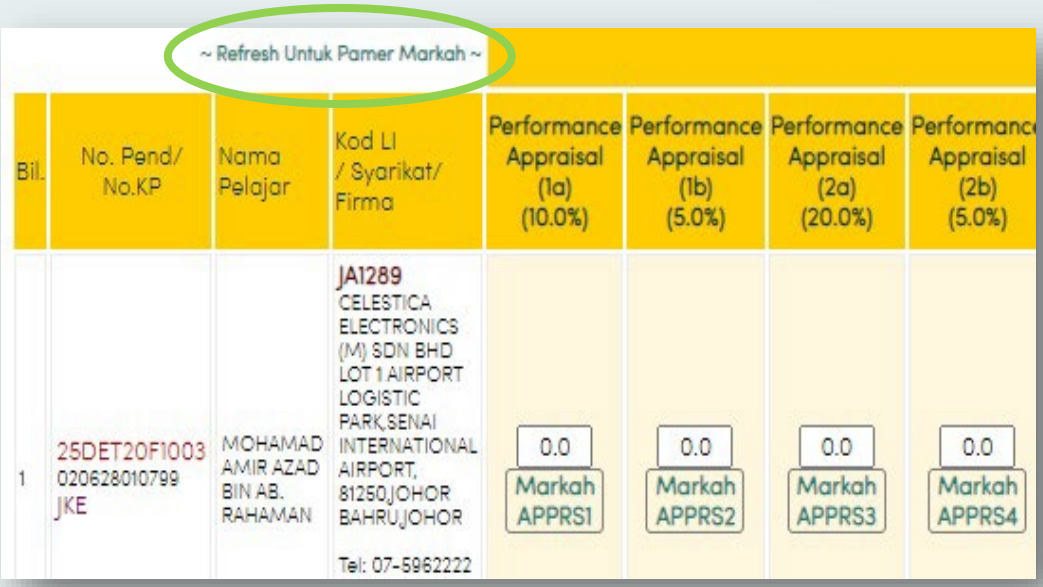
Bah A : 0.0
(Bah A / 15.0) x 5.0 : 0.0
Klik Disini Untuk Simpan/Kemaskini Rekod : Kemaskini/Simpan

Cetak Borang

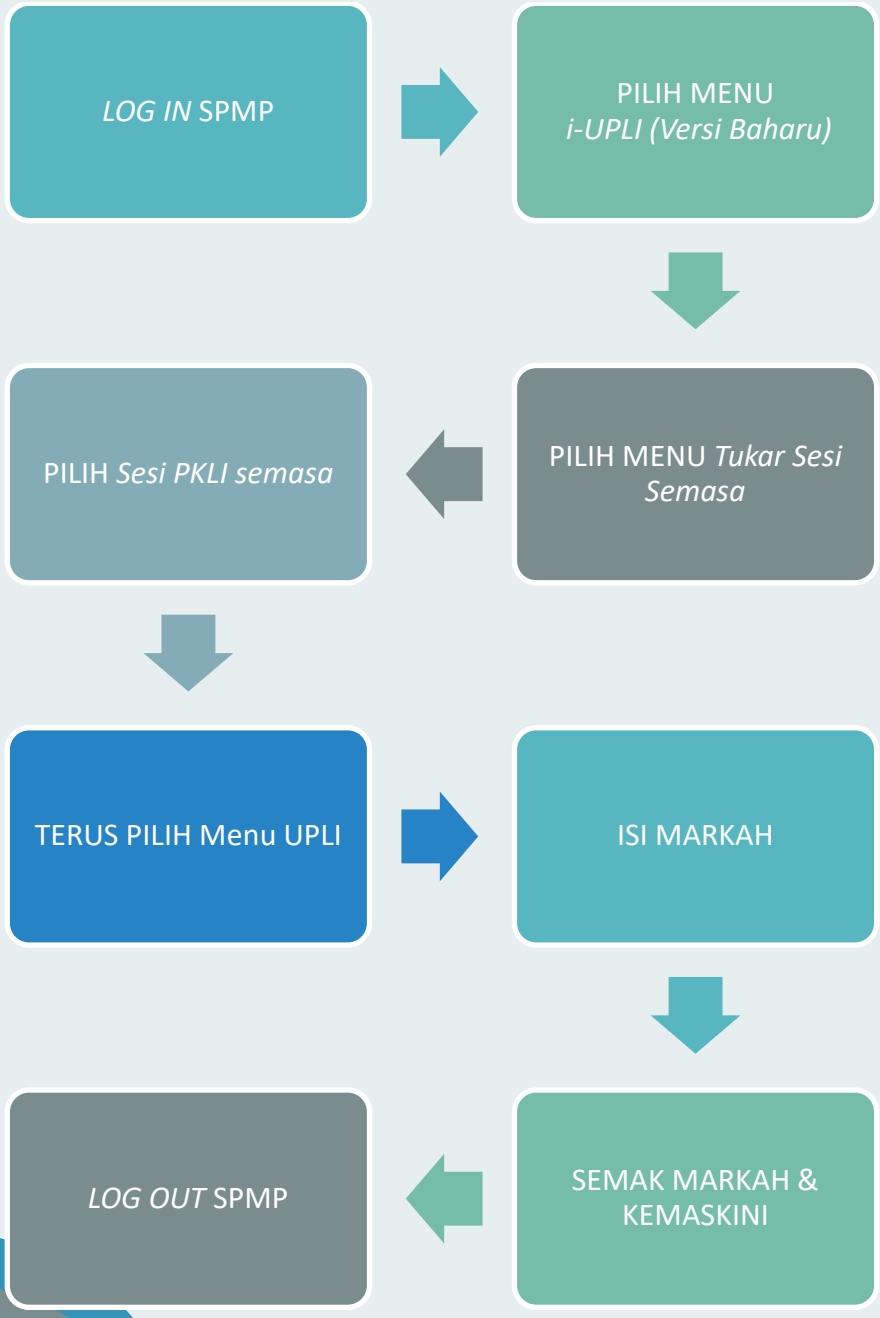
~ Klik disini untuk TUTUP ~

8. Pastikan markah di kertas Rubrik E3 sama dengan markah di iUPLI SPMP. Selepas isi markah kemudian tekan butang ***Kemaskini/Simpan*** dan tutup dengan menekan butang ***TUTUP***.

9. Pastikan markah yang dimasukkan, boleh dipaparkan pada markah keseluruhan dengan cara menekan butang ***Refresh*** pada paparan markah keseluruhan.



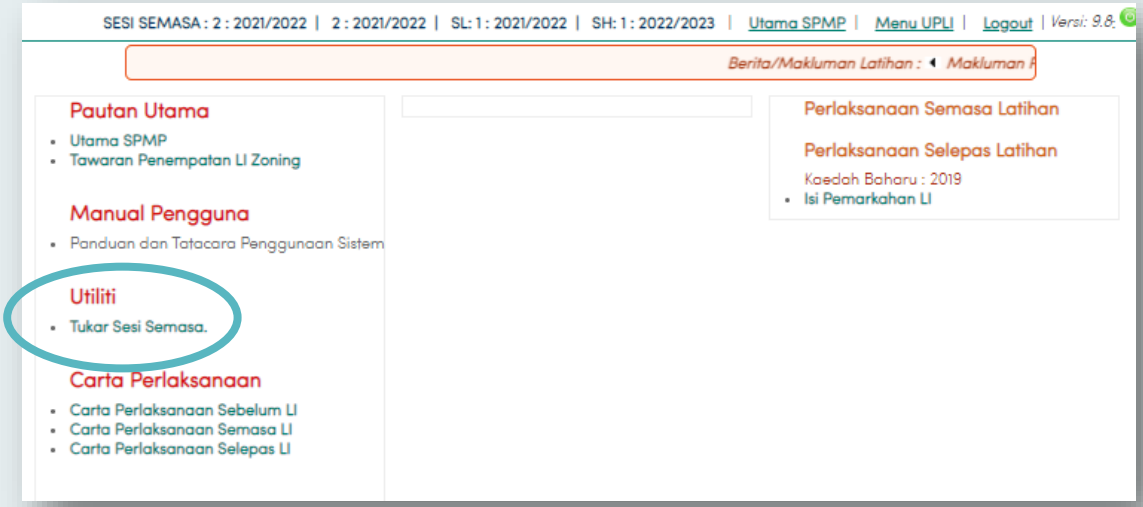
4.0 TATACARA PENUKARAN SESI PKLI



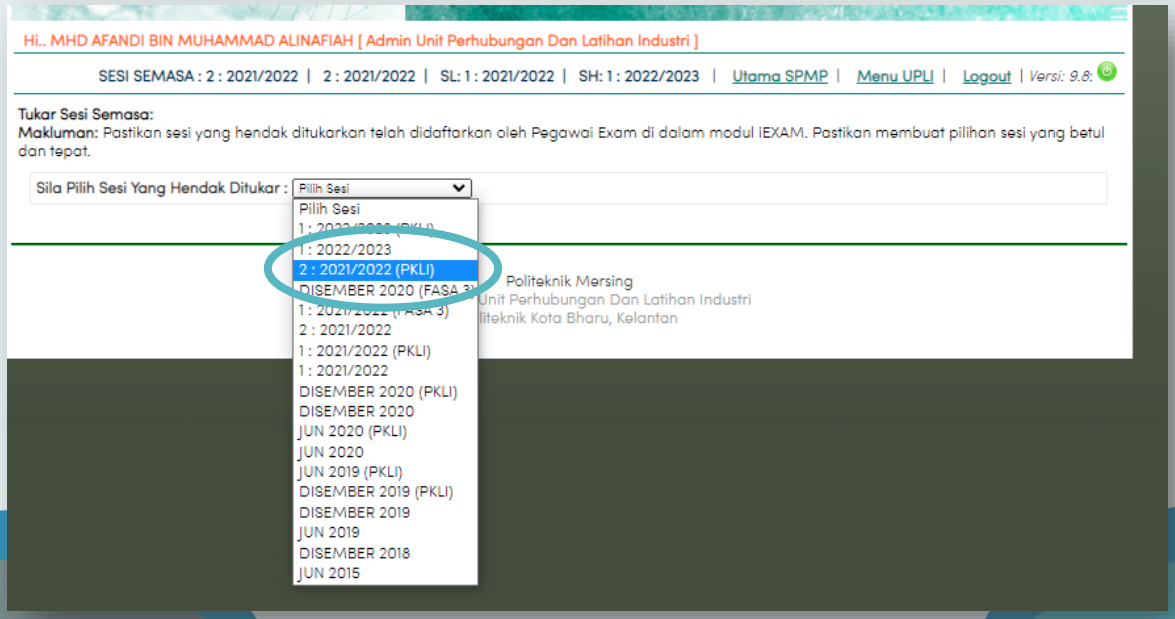
1. Daftar masuk ke portal **SPMP** menggunakan akaun sendiri.

2. *Klik* menu **i-UPLI Versi Baharu**

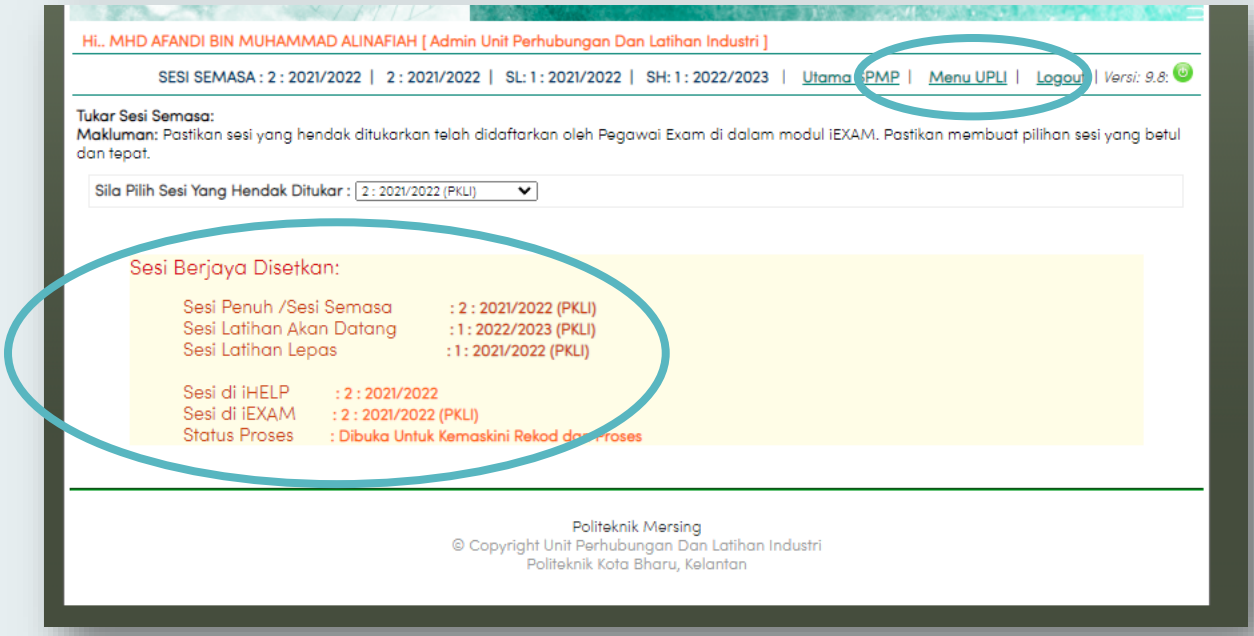
3. Jika pelajar adalah pelajar sesi PKLI, sila tukar sesi semasa kepada sesi PKLI semasa di menu ***Tukar Sesi Semasa*** di bawah ***Utiliti***.



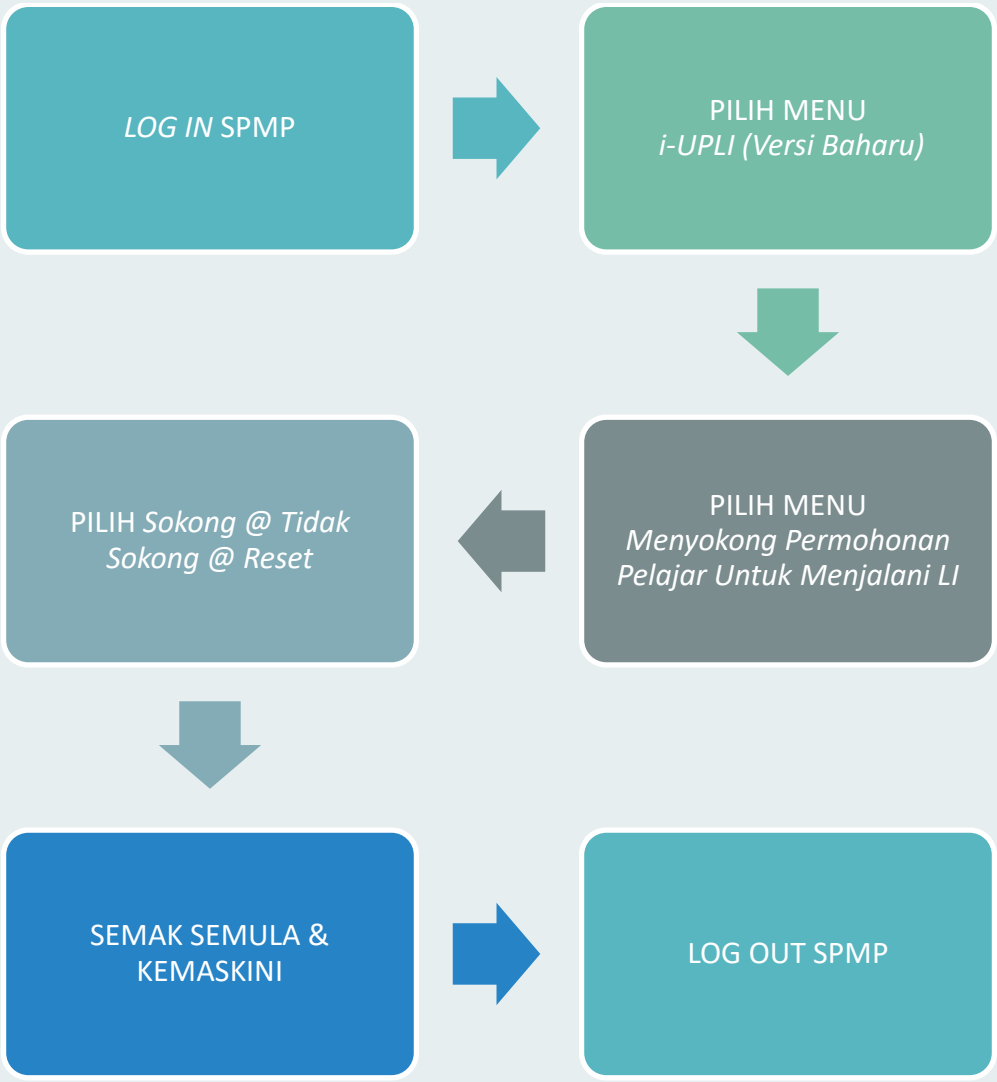
4. Pilih sesi PKLI semasa seperti gambarah di bawah.



5. Setelah sesi berjaya disetkan, terus *klik* **Menu UPLI** dan dan ikuti langkah seterusnya seperti tatacara di atas untuk memasukan markah.



5.0 TATACARA KEMASKINI SOKONGAN PENASIHAT AKADEMIK

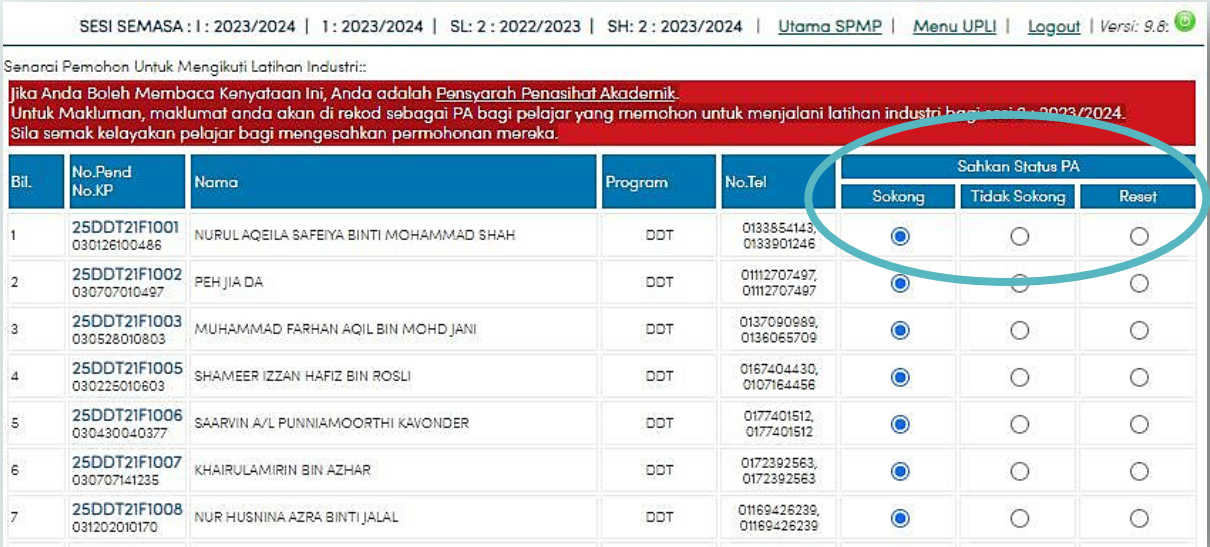


1. Daftar masuk ke portal **SPMP** menggunakan akaun sendiri.

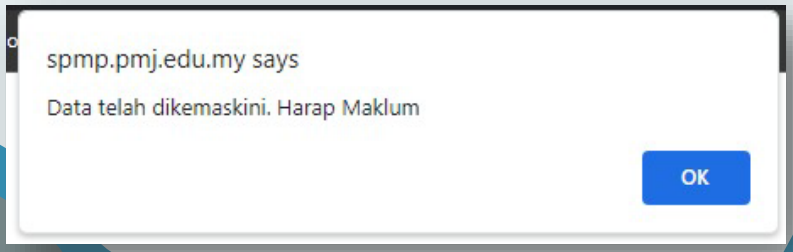
2. *Klik* menu **i-UPLI Versi Baharu**

3. Pilih menu ***Menyokong Permohonan Pelajar Untuk Menjalani LI*** di bawah menu ***Penasihat Akademik***

4. Pilih samada menyokong, tidak menyokong atau reset.



5. Simpan dengan menekan butang ***kemaskini*** pada bahagian bawah kanan menu dan kemudian sahkan pengemaskinian data pada *pop-up* yang muncul seperti gambarajah di bawah.



AHLI JAWATANKUASA PENULISAN

***PENAUNG*:**
HILMUN BINTI MOHAMED
PENGARAH POLITEKNIK MERSING

***PENASIHAT*:**
DR. SETIAWAN BIN HARDONO
TPA POLITEKNIK MERSING

Ts. SUHANA BINTI ISMAIL
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PENGERUSI
MHD AFANDI BIN MUHAMMAD ALINAFIAH

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Ucapan setinggi-tinggi penghargaan kepada semua pihak yang terlibat secara langsung dan tidak lansung serta semua pihak yang telah berkerjasama dalam penyediaan dan penghasilan
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Unit Perhubungan dan Latihan Industri,
Politeknik Mersing,
Jalan Nitar,
86800, Mersing,
Johor Darul Takzim
Tel : 07-7980001
Faks : 07-7980002

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