

Industrial Training

Guidelines for the Visiting Supervisor:

1. In coordination with the ADITA office, the supervisor is required to visit the industrial organizations prior to the training commencement.
2. The supervisor is asked to ensure that the company has prepared a good training program for the students.
3. In case a proper training program doesn't exist, the supervisor should suggest and if possible assist the organization to formulate a program suitable to the department students.
4. The supervisor is required to follow up and advise the student during the training period. The trainee should be asked to fill out a weekly report, get it checked by the field supervisor then email it or fax it to the visiting supervisor.
5. In coordination with the ADITA office, the supervisor is required to visit the company at least once (preferably after 3 weeks or more of training) to discuss with the company the strengths & weaknesses of the trainee.
6. The supervisor is encouraged to strengthen the college's relationship with the organization.
7. The supervisor should ensure that every student has handed over an industrial supervisor's evaluation form to his trainer.
8. Each trainee is required to submit a final report, limited to 20 pages including appendices, to the supervisor summarizing his/her training experience. The supervisor is required to evaluate the training reports according to the final report assessment criteria. The student may be asked to resubmit the report if not properly prepared.
9. The supervisor is encouraged to select few students to give a presentation about the training early in the semester following training.
10. Based on the student's weekly reports, visiting supervisor's evaluation form, industrial supervisor's evaluation form and the final report; the supervisor shall evaluate the student's overall performance (Grade A to F).
11. The supervisor should provide an overall evaluation of each organization's training program to the ADITA office (Excellent, Good, Satisfactory, Weak, other specific comments). As this evaluation report concerns organizations out side SQU, it is to be kept confidential within the college and not to be circulated or published.