

BACHELOR OF COMPUTER SCIENCE (DATA ENGINEERING)
SEMESTER 1- 2023/2024
CALENDAR OF INDUSTRY TRAINING

CALENDAR OF PROFESSIONAL DEVELOPMENT			
Week	Date	Activity	Responsibility
	18 & 25 Sept 2023	Internship Briefing with Industry Coach (IC), University Coach (UC) and Students (S).	PDPC, IC, UC & Student
	25 Sept 2023	Report duty on the FIRST DAY of internship.	Student
3-4	8 – 19 Oct 2023	<ul style="list-style-type: none"> Submit the report duty Verification Form (BLI-1D) to PDP Committee (PDPC) through Student's GDrive. Discuss with Industry Coach (IC) and University Coach (UC) regarding professional & development practice (PDP) scopes. 	PDPC, IC, UC & Student
7-8	5 – 16 Nov 2023	<ul style="list-style-type: none"> UC 1st Visit. Submit PDP Technical Report draft to UC, IC & PDPC BEFORE the visit. The PDP report draft should consists of: <ul style="list-style-type: none"> <i>Chapter 1</i> <ol style="list-style-type: none"> The industry profile, information on unit that the internship takes place and IC details. The tasks/activities that are planned by the industry for 40 weeks. (Please provide Gantt chart). <i>Chapter 2</i> (For task from Week 1 until Week 6 only) <ol style="list-style-type: none"> Introduction – brief explanation on tasks/activities. Objectives of tasks/activities. Type of tasks/activities done – for example design, analysis, preparation, computer software development etc. Hardware and software used for executing tasks/activities. IC and UC need to conduct an evaluation. <p>Notes: IC & UC MUST discuss student's marks after the presentation.</p>	PDPC, IC, UC & Student

SECP4112 (INITIAL PROJECT PROPOSAL)			
Week	Date	Activity	Responsibility
10-12	26 Nov – 14 Dis 2023	Prepare a draft of Initial Proposal SECP 4112 - Identify the problem statement and solution. - Project objectives and scope formulation. Preparation of Initial Project Proposal Presentation (Chapter 1) and Initial Methodology • University Coach (UC) needs to remind students to write in their weekly logbook.	IC, UC & Student
12	14 Dis 2023	UC evaluate the progress initial proposal (SECP4112)	UC, Students
12	14 Dis 2023	Submit project title to PSMi Committee (Due Date to submit the title (14/12/2023))	Student, Coordinator
12-13	10-20 Dis 2023	Students discuss time for presentation with University Coach (IC), UC and Examiner (E)	IC, UC, Examiner, Students
15	5 Jan 2024	Submit final draft Chapter 1 and Initial Methodology to UC, IC. Get feedback from IC and UC.	IC, UC, Students
16	12 Jan 2024	Students submit to assigned Google Drive and shared with IC,UC and E: a) FINAL Initial Proposal (Chapter 1) and Initial Methodology. Rename your file: 1. Chapter 1_Yourname.pdf b) Presentation slide Rename your file: 2. Slide_Yourname.pdf c) Chairperson Form (for UC ONLY)	Student, Coordinator
18	22-26 Jan 2024	PROFESSIONAL DEVELOPMENT PRACTICE (PDP) • UC 2nd Visit • Submit the report and documentations listed below to UC & PDPC BEFORE the visit. i. Log Book (with verification by IC) ii. Complete PDP Report with <i>checklist</i> and <i>achievement</i> form in Appendix. • Presentation slides . iii. IC and UC need to conduct an evaluation. Notes: IC & UC MUST discuss student's marks after the presentation.	PDPIC, UC, IC & Student

Week	Date	Activity	Responsibility
18	22-26 Jan 2024	<p>FINAL YEAR PROJECT INDUSTRY (FYPI) SECP4112 – PRESENTATION (F2F)</p> <ul style="list-style-type: none"> Students do a 10-15 minutes presentation. IC, UC, Examiners submit the evaluation form. Students get the Chairperson Form(UC) and return to Coordinator in Elearning. <p>Notes: Examiners, IC & UC MUST discuss student's marks after the presentation.</p>	IC, UC, Examiners & Student UC, Coordinator

SECP4223 (INDUSTRY INTEGRATED PROJECT PROPOSAL)			
Week	Date	Activity	Responsibility
19-24	28 Jan - 8 Feb 2024	<ul style="list-style-type: none"> UC needs to remind students to check Chairperson Form in SECP4112 presentation for Project Proposal correction. Continue correction for Project Proposal from SECP4112 presentation and writing weekly logbook. Preparation of DRAFT Project Proposal (SECP4223) <ol style="list-style-type: none"> Chapter 1: Introduction Chapter 2: Literature Review Chapter 3: Methodology Chapter 4: Initial Findings <ul style="list-style-type: none"> Submission draft of Project Proposal to IC and UC for review. Returned corrected draft of Project Proposal to students for correction. 	IC, UC, Students Students
23	1 Mac 2024	Submit final draft Project Proposal (SECP4223) to UC, IC. Get feedback from IC and UC.	IC, UC, Students
23	1 Mac 2024	<ul style="list-style-type: none"> Setup Turnitin for students (SECP4223) - UC. Check each chapter in Project Proposal with Turnitin and submit results of Turnitin to UC. Check Turnitin results, then return signed No-Plagiarism-Endorsement-Form to student. 	UC, Students
24	11-15 Feb 2024	Students discuss time for ONLINE presentation with IC, UC and Examiner	IC, UC, Examiner -> Students

Week	Date	Activity	Responsibility
25	15 2024 Mac	<p>Submission of FINAL Project Proposal (SECP4223) Students submit the following documents to assigned Google Drive and shared with IC, UC and E:</p> <ol style="list-style-type: none"> Project Proposal (to IC, UC and Examiners) Rename your file: 1_4223_Project Proposal_Yourname.pdf Presentation slide (to IC, UC and Examiners) Rename your file: 2_4223_Slide_Yourname.pdf Signed No-Plagiarism-Endorsement-Form (to UC only) Rename your file: 3_4223_Plagiarism_Yourname.pdf E-Evaluation SECP4223 Google Form link (to IC, UC and Examiners) Chairperson with required information (UC). Rename your file: 4_4223_Chairperson Form_Yourname.pdf 	IC, UC, Examiner, Students, Coordinator
27	24-29 2024 Mac	<p>PROJECT PROPOSAL SECP4223 – PRESENTATION via ONLINE MEETING</p> <ul style="list-style-type: none"> IC, UC and Examiners need to access the Google Drive for the latest material to evaluate students (Project Proposal, Presentation Slide etc) Students need to prepare a presentation (30 minutes (20 minutes presentation, 10 minutes Q&A). IC,UC, Examiner - Submission of E-Evaluation. UC access and complete the Chairperson Form from Google Drive. Students get the Chairperson Form(UC) and return to Coordinator in Elearning. <p>UC need to remind students to check Comment Form and Chairperson Form in SECP4223 presentation for Report Proposal correction.</p> <p><i>Note: Industry, University Coaches and Examiners are PREFERABLE to discuss student's marks.</i></p>	IC, UC, Examiners, Students

SECP4235 (INDUSTRY INTEGRATED PROJECT DEVELOPMENT) & SECP4234 (INDUSTRY INTEGRATED PROJECT REPORT)

Week	Date	Activity	Responsibility
28-35	1 Mar -24 May 2024	<ul style="list-style-type: none"> - UC need to remind students to check Comment Form and Chairperson Form in SECP4223 presentation for Report Proposal correction. - Continue correction for Project Proposal from SECP4223 presentation and writing weekly logbook. <p>Preparation of DRAFT FYPi Project Report (SECP4234) draft - Prepare draft of Project Report that contains.</p> <ul style="list-style-type: none"> - Chapter 1: Introduction - Chapter 2: Literature Review - Chapter 3: Methodology - Chapter 4: System Design/Research Design * Refer to UC - Chapter 5: Implementation/ Results & Testing *Refer to UC - Chapter 6: Discussion and Conclusion <p>Submission draft of Project Report to IC and UC for review. Returned corrected draft of Project Report to students for correction. UC and IC check the corrected Project Report and Presentation Slides, then return correction for both to student. Students make correction to Project Report and Slides based on UC and IC feedback. Students submit completed Logbook to UC. Signed and return Logbook to student. Chairperson Form UC ONLY.</p>	IC, UC, Students
33	5 May- 10 May 2024	Students discuss time for FACE-to-FACE presentation with IC, UC and Examiner	Students, IC, UC

Week	Date	Activity	Responsibility
33	9 May 2024	UC evaluate the progress of Project Development (SECP4235) and & Project Report (SECP4234)	UC, Students
36	31 May 2024	<ul style="list-style-type: none"> • Setup Turnitin for students (SECP4223) - UC. • Check each chapter in Project Proposal with Turnitin and submit results of Turnitin to UC. • Check Turnitin results, then return signed No-Plagiarism-Endorsement-Form to student. 	Students, UC, Coordinator
36	31 May 2024	<p>SUBMISSION FINAL Project Development (SECP4235) & Project Report (SECP4234)</p> <p>Students submit the following documents to assigned Google Drive and shared with IC,UC, E:</p> <ol style="list-style-type: none"> Project Report (SECP4234) (to IC, UC and Examiners) Rename your file: 1_4234_Project Report_Yourname.pdf Presentation slide (to IC, UC and Examiners) Rename your file: 2_42354_Slide_Yourname.pdf Signed Logbook (UC) Rename your file: 3_42354_Logbook_Yourname Chairperson Form with required information of (to UC only) Rename your file: 5_42354_Chairperson Form_Yourname.pdf 	Students, IC, UC, Examiners, Coordinator

Week	Date	Activity	Responsibility
38-39	9 June - 21 June 2024	<p>PRESENTATION via F2F MEETING (SECP4235 & SECP4234)</p> <ul style="list-style-type: none"> ● IC, UC and Examiners need to access the Google Drive for the latest material to evaluate students (Final Project Report, Presentation Slide, Logbook, E-Portfolio (LinkedIn)) ● Students do 40 minutes presentation (30 minutes presentation, 10 minutes Q&A). ● IC, UC and Examiners - Submission of E-Evaluation ● Students get the Chairperson Form(UC) and return to Coordinator in Elearning. <p>UC need to remind students to check Comment Form and Chairperson Form in SECP4235 & SECP4234 presentation for correction.</p> <p><i>Note: Industry, University Coaches and Examiners are PREFERABLE to discuss student's marks.</i></p>	IC, UC, Examiners , Student
40	30 June 2024	<ul style="list-style-type: none"> ● Submission of THESIS (SECP4234) <p>Students submit and update the following documents to UTM elearning:</p> <ol style="list-style-type: none"> a. Final Project Report (SECP4234) *Signed and Certified by UC Rename your file: 1_4234_Final Project Report_Yourname.pdf b. E-Portfolio (LinkedIn) Rename your file: 2_4234_Linkln_Yourname.pdf c. Signed No-Plagiarism-Endorsement-Form Rename your file: 3_4234_Plagiarism_Yourname.pdf d. UC Signed Report Correction Form Rename your file: 5_4234_Report Correction Form_Yourname.pdf e. Thesis Submission Checklist Rename your file: 6_4234_Thesis Submission Checklist_Yourname.pdf f. Thesis Submission Form Rename your file: 7_4234_Thesis Submission Form_Yourname.pdf 	Student , Coordinators
END OF FYPi			

