

PANDUAN PENULISAN LAPORAN AKHIR PELAJAR

1. Pelajar dikehendaki mengikut format Panduan Penulisan Laporan Akhir Latihan Industri dalam menghasilkan Laporan LI .
(boleh didapati dlm laman web PNS)
2. Minimum mukasurat adalah 50 tidak termasuk lampiran
(pelajar yang kurang daripada 50 mukasurat tidak dibenarkan daftar pengesahan tamat li)
3. Kriteria dan CLO penilaian Laporan akhir Latihan Industri adalah:

BIL	KRITERIA	CLO
1	Content of report <i>Introduction to the organization (Historical Background/ Organizational Chart/Organization's main activities</i>	5
2.	Summary of activities	5
3.	Task explanation <i>Introduction</i> <i>-Objective of the technical task</i>	1
4.	Task explanation <i>Introduction</i> <i>-Relations between theory and technical task</i>	1
5.	Task explanation <i>Elaboration of the task</i>	1
6.	Language and usage	2
7.	Procedure and Chart consist of: • <i>Procedures</i> <i>Table/chart/ diagram/ graphic/ photo/ etc. includes its explanation</i>	5
8.	Conclusions consist of: <i>summarizes and draws conclusions of the industrial training</i>	
9.	Conclusions consist of: <i>continuity discussion on all task (as described in item 3b)</i>	5
10.	Conclusions consist of: <i>Comments and Suggestions</i>	5
11.	Use information ethically and legally	5

4. Untuk maklumat terperinci pembahagian markah LAPORAN AKHIR LATIHAN INDUSTRI sila rujuk
"APPENDIX 4 INDUSTRIAL TRAINING FINAL REPORT FORM "
5. Markah Laporan Akhir Latihan Industri ialah 20%.