



INDUSTRIAL TRAINING STUDENT MANAGEMENT BOOK

Faculty of Computing
Sabaragamuwa University of Sri Lanka

FACULTY OF COMPUTING
SABARAGAMUWA UNIVERSITY OF SRI LANKA



STUDENT MANAGEMENT BOOK

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We also extend our appreciation to all team members and stakeholders who provided feedback and suggestions during the revision process. Your input was instrumental in refining this handbook to meet our organizational needs.

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01. INTRODUCTION TO INDUSTRIAL TRAINING

Industrial training is considered a compulsory component in the completion of the degree program offered by the Department of Computing and Information Systems and the Department of Software Engineering of the Faculty of Computing of the Sabaragamuwa University of Sri Lanka. Industrial training provides an opportunity for students to integrate knowledge and different types of skills and competencies gained in their studies throughout the previous semesters of the academic program and also to develop critical thinking ability.

Students are required to undergo professional training, related to information systems and software engineering discipline in a relevant industry or research establishment or else they are required to complete an industrial or an in-house project under the supervision of the Professional Development Committee of the Faculty of Computing, Sabaragamuwa University of Sri Lanka. The duration of the training period should be a minimum of 15 weeks (one semester, full-time) and carries six (06) credits.

02. OBJECTIVES

The main aim of the industrial training is for the students to acquire, develop, and demonstrate the requisite knowledge, skills, and attitudes/mindset to work independently in a suitable career position after graduation.

Therefore, to satisfy these requirements, the student shall;

- Develop and demonstrate in-depth knowledge in the chosen field of study for industrial training and thereby contribute to the advancement of knowledge.
- Demonstrate an ability to plan and execute advanced tasks within a given timeframe using suitable scientific methods.
- Demonstrate an ability to identify, formulate, propose, and implement solutions for complex issues arising in their relevant disciplines in a critical, independent, and creative manner.

- Demonstrate an ability to integrate the knowledge acquired from the core courses of the degree program systematically and creatively for industrial projects.
- Demonstrate an ability to give a clear and cohesive account of and discuss orally (by means of a presentation) and in writing (by means of a report) his/her findings in a logical, clear, and concise manner.
- Be able to identify various sources of information, critically evaluate their relevance to the problem in question and be able to use the correct forms of documentation to summarize them, independently.
- Be able to defend results from industrial/research projects and the fundamental theories behind them in an oral presentation as well as in a well-structured technical report.
- Be able to get experience in current software engineering practices, tools, and technologies and be familiar with the working environment.
- Be able to develop team-working skills, leadership skills, communication and interpersonal skills, analytical and problem-solving skills.

03. INTENDED LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- Apply classroom theoretical knowledge and technical skills in developing software products complying to industry standards.
- Utilize critical thinking, problem solving and decision-making skills in providing innovative solutions to industrial problems.
- Demonstrate the interpersonal, leadership and team working skills required in an industrial setting.
- Examine ethics and professionalism in an industrial workplace.
- Compose the industrial training experience as an oral presentation and a formatted report.

04. RULES AND REGULATIONS

- Students are required to complete a minimum of 15 weeks full-time training period and duration can only be extended up to a maximum of 24 weeks.
- Any change in training placement or external supervisor during the training period should be informed to the industrial training coordinator in advance.
- It is mandatory to attend the lectures organized by the departments during the industrial training period.
- To fulfill the requirements of industrial training, a student should complete a minimum of 15 weeks in the same training placement.
- Necessary actions will be taken against the students who did not complete the training requirements satisfactorily.
- Students who are not able to complete the training requirements due to special medical conditions need to discuss the possible alternatives with the industrial training coordinator.
- Providing falsified information on industrial training will be considered as an examination offense and necessary disciplinary actions will be taken.
- Every student is required to maintain discipline and enthusiasm during training and uphold the university image by refraining from misconduct that could tarnish the image of the university or the training institution or organization.
- Students are required to adhere to the information security policy of the institution or organization. No sensitive information regarding the project or training institution or organization shall be included in their final report or oral presentation without the consent of the external supervisor.
- The external supervisor's evaluation is a confidential report and no student shall interfere with the evaluation process by any means.
- Students need to strictly adhere to the guidelines provided by the Faculty of Computing Sabaragamuwa University of Sri Lanka on the preparation and submission of the final report and also on completion of the oral presentation.
- Students are responsible for all expenses, including the cost of living and accommodation during the training period.

05. WORK PLAN OF INDUSTRIAL TRAINING

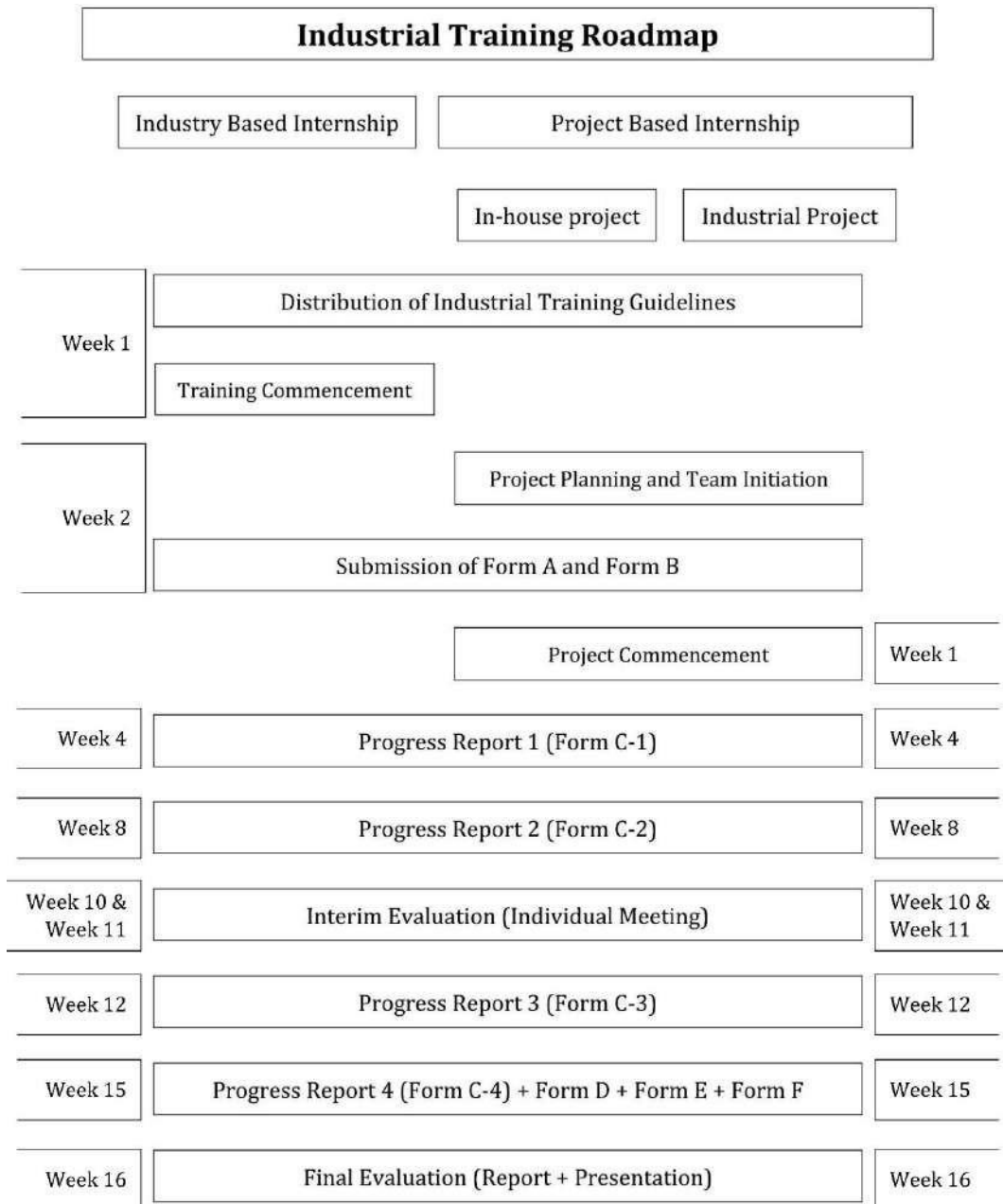


Figure 1: Overall work plan across the industrial training

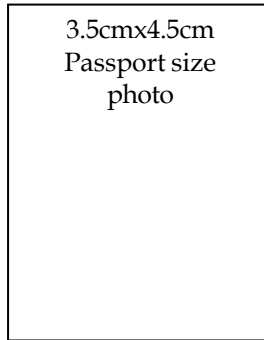
06. SUPERVISION OF INDUSTRIAL TRAINING

During the training period, the student needs to be assigned under an industrial supervisor who is employed in the same training organization and the department will consider this industrial supervisor as the external supervisor for the student undergoing industrial training. An academic staff member will be assigned as an internal supervisor, and he/she will supervise the student from the initial training placement process until the final evaluation.

07. ASSESSMENT AND EVALUATION OF THE STUDENTS

Student's performance during the training period will be assessed and evaluated using multiple assessment methods including daily log reports, progress reports, external supervisor's evaluation, final report, and oral presentation.

08. STUDENT PROFILE



Name of the Student :

Registration Number :

Contact Address :
.....

Contact Number :

Email Address :

Training Organization :

Organization Address :
.....

Training Position :

Training Duration :

Name of Supervisor :

Supervisor Designation :

Supervisor Email :

09. WEEKLY LOG REPORT

WEEK 01	Date	Description of Activities

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 02		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes

Weekly Log Report

	Date	Description of Activities
WEEK 03		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 04		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 05		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 06		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 07		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes

Weekly Log Report

	Date	Description of Activities
WEEK 08		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 09		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 10		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 11		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 12		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes

Weekly Log Report

	Date	Description of Activities
WEEK 13		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes

Weekly Log Report

	Date	Description of Activities
WEEK 14		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 15		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Weekly Log Report

	Date	Description of Activities
WEEK 16		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 17		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 18		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 19		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 20		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 21		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 22		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 23		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 24		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes



Weekly Log Report

	Date	Description of Activities
WEEK 25		

Student's Signature:

External Supervisor:

Date:

Date:

Remarks (if any)

Notes





<http://www.sab.ac.lk/computing/>

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