



INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA

CAWANGAN NEGERI SEMBILAN, KAMPUS REMBAU

Diploma in Information Management

(CDIM110)

Industrial Training

(IMD310)

INDIVIDUAL REPORT

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1.0 INTRODUCTION

1.1 Background Of Industrial Training program:

Industrial training is a crucial component of the curriculum for obtaining a Diploma in Information Management at the Information Science Studies program, which is part of the College of Computing, Informatics, and Mathematics at Universiti Teknologi MARA. This course plays a vital role in equipping students with the practical and professional skills that are essential for a successful career as an information professional.

As part of their educational journey, students are required to participate in industrial training during the semester break that follows the completion of their final examinations for Semester 4. This training period spans a duration of eight weeks and must be undertaken in an organization that specializes in the management of information. Such organizations may include those that focus on information access and the various methods through which users can engage with information. While libraries are valuable institutions, students are encouraged to seek out information agencies that operate outside of traditional library settings to broaden their exposure and experience.

During the industrial training, students are expected to adhere to the established rules and regulations of the host organization. This includes maintaining a professional demeanor and actively participating in the activities and responsibilities assigned to them. To document their experiences and learning outcomes, students are required to maintain a daily logbook. This logbook serves as a reflective tool, allowing students to record their daily activities, insights gained, and any challenges encountered throughout their training.

Upon returning to campus for Semester 5, students must enroll in the IMD310 course, which is specifically designed to facilitate the completion of their industrial training report. This report is a comprehensive document that encapsulates the students' experiences, learnings, and reflections from their time in the field, and it must be submitted by the end of the semester.

The assessment of the industrial training will be multifaceted, taking into account various components. These include evaluations from industry supervisors that focus on both practical skills and social competencies demonstrated during the training period. Additionally, students