



**SCHOOL OF INFORMATION SCIENCE COLLEGE OF COMPUTING,  
INFORMATICS, AND MATHEMATICS**

**UNIVERSITI TEKNOLOGI MARA**

**UITM CAWANGAN NEGERI SEMBILAN, KAMPUS REMBAU**

**INDUSTRIAL TRAINING**

**(IMD310)**

**INTERNSHIP REPORT**

**“CREATIVE MEDIA AND TECHNOLOGY CMTHUB”**

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## **CHAPTER 1**

### **1.0 INTRODUCTION**

#### **1.1 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM**

IMD310: Industrial Training is one of the requirements for the award of a Diploma in Information Management by the Information Science Studies, College of Computing, Informatics and Mathematics, Universiti Teknologi MARA.

This course is essential for developing the practical and professional skills required of an information professional. Students will undergo industrial training during the semester break after the final examination of Semester 4. The training should be attended for 8 weeks in any organization handling the organization of information, the access to information, and the ways in which users can interact with the information (preferably information agencies other than libraries).

Students must observe the rules and regulations during the training and prepare a daily logbook record. Upon returning to the campus in Semester 5, students must register for the IMD310 course and complete the industrial training report by the end of the semester. Assessment for the industrial training will be based on industry evaluation (practical and social skills), the industrial training report, the industrial training experience presentation, and the logbook record.

For Diploma in Information Management students, they can go to any company and enter any departments unless the departments are not related with the course they learn like medical, engineering or even dentistry. CDIM110 students are allowed to either choose company manage by the government or a private agency as long it is related with their courses.

The main goal of this industrial training program is to give students early exposure so they may experience real-world working conditions. Students will also discover how the job will be done in order to put what they have learnt throughout their time at university into practice and make it better. For students who will be helping in the next workplace after graduation, this experience is very crucial. The main goal of this industrial training program is to give students early exposure so they may experience real-world working conditions. This experience is especially beneficial for students who have graduated and are transitioning into their next job.

In general, the educational system at many institutions benefits from this industry training program as well. This is due to the fact that the institution itself is unable to offer comprehensive resources, such as labour at building sites or so for full learning objectives, due to high financial expenditures and the periodic expansion of technology advancements.

## 1.2 PURPOSE AND OBJECTIVES OF THE REPORT

The purpose of this internship report is to make sure lecturer supervisors are aware on what I have done during my internship program. In fact, an internship report summarises and evaluates an intern's experiences during the internship. All works and tasks given by industry supervisors will be shown and recorded here. Thus, lecturers can mark and evaluate my performance as an intern in *Hab Media Kreatif dan Teknologi* (CMT Hub) easily as all tasks I have worked on will be in this report.

The specifics of my work and assignments are included in this report, which also serves the aim of showing the lessons I acquired throughout my internship. The internship report is also where I explain how I reflected on myself throughout my internship, including my abilities, knowledge, and personal improvement. Additionally, this report will demonstrate my proficiency in professional communication with office staff and fellow interns. Additionally, it will demonstrate my readiness for a future job in this field. This report also will help Lecturer Supervisor in evaluate the company internship programs. If it is organized and good for students or vice versa. This is they can immediately blacklist the company that will make harm to the students and are not helpful in giving the students real tasks or works.

Moreover, the objectives of internship report are so that lecturers will see the clear overview of the company organization, the company itself and the role of each department in the company. Another objective is to analyse skills and knowledge gain by students. Thus, will shows that if students apply what they have learn in their class when doing tasks or works given. It also will show if the works they did are related to their courses or almost the similar. This internship report will highlight the problems, obstacles and how they faced them. Either in soft skills or hard skills. Every experienced face by the students will be recorded in the internship report. Thus, that is why internship report is important for every student that have faced internship.

Another objective of this report is to document all activities that have been carried out during the period of industrial training. This report can be used as a reference by prospective employers during an interview. Provide guidance or as reference materials to students after completing their future studies. It will shows how determine is the students when carry out the tasks and works given to them. The report also will show the results of their hard work and how excellence the students is in the works given by the staffs.

Lastly, internship report is mandatory for all students because it help the student develop written communication skills. This report also will serve as an archival record of the internship experience. Hence, give the student an opportunity to reflect on the professional aspects of the internship experience and the skills that were learned.