



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**KAMPUS KEJURUTERAAN
UNIVERSITI SAINS MALAYSIA SERI AMPANGAN 14300
NIBONG TEBAL, PULAU PINANG.**

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ABSTRACT

Industrial training subject IMC690 is the conditions that need to do by final year student of Information science management which is Library science that need to finish by student as a requirement to obtain the degree. During five (5) month internship at the real working environment, students need to write a report everyday about all the activities of workplace and the task that need to responsible and their daily duty in the organization. The main aims of this report is to explain in detail about tasks and lesson learnt along the five (5) months industrial training at location that student choose which is Perpustakaan Kejuruteraan Universiti Sains Malaysia (USM). This report will start with the introduction in chapter one about the background and organizational structure. Furthermore, in this report also discuss about the activities during five (5) month industrial training at organization. Other than that, students need to highlight the task and responsibilities that given during practical training in organization. Besides that, in this report, students need to mention about all activities that they do in each division in Perpustakaan Kejuruteraan Universiti Sains Malaysia (USM). The division and activities will be discuss in chapter two (2) and three (3). Lastly, in chapter four (4) this report will discuss about industrial training reflection especially on trainee's application of knowledge, personal thoughts, and lesson learnt during industrial training. Student can give their suggestions or comment and output that they get during their internship.

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