



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

**SCHOOL OF COMPUTING**  
Faculty of Engineering

## **Semester I 2017/2018**

Subject : Technology and Information Systems (SCSP1513)  
Section : 03 – Dr Sharin Hazlin  
Task : Industrial Visit 1 – CICT UTM  
Due : 14<sup>th</sup> October 2018  
(submit softcopy (.docx) via e-learning & a copy in your e-portfolio)

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### **Instruction:**

Students are required to write a group report (3-4 students) regarding the The report should address the requirements and job specification needed for a career in IT correspond to the organization visited and how students are capable to recognize potential for improvement.

*More details on how to write the report, please refer to: <https://www.thepensters.com/blog/industrial-visit-report>*

This report will be 5% of the course assessment.

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For Industrial Visit 1, you will be visiting the Center for Information and Communication Technology (CICT) UTM. More information on CICT can be found here:

<http://cict.utm.my/>

You will be given a tour in CICT and a talk regarding CICT and their services. Based on the visit, you should write a report on:

1. Introduction and details of the visits
2. Detailed descriptions include organization structure, services, achievements, information systems that have been developed or maintained by CICT etc.
3. REFLECTIONS:
  - a. What is your goal/dream with regard to your course/program?
  - b. How does this visit impact on your goal/dream with regard to your program?
  - c. What is the action/improvement/plan necessary for you to improve your potential in the industry?

You are encourage to ask questions and find out more about CICT and its services. The limit for the report is 1000 - 1500 words. You may also include tables/figures to support your content (excluded from the word limit).

*Note: Item (3) is the most important content of your report, please write your opinion and views based from the questions.*

Every student should write the report in your own words. **PLAGARISM of the content is prohibited.** If any of the content is known to be copied from other website/review/blogs, you will be given **0 mark!!** You can get photos/information from other resources, but you must **include credits (in citation/link)** to the original owners.

## Report Rubric

**Task Description:** Industrial visit report (group)

Criteria	Excellent 10-7	Fair 6-4	Poor 3-0
<b>Contents</b>	Report contents: Introduction, Details of Journey/Work Plan, Detailed Descriptions include organization structure, services, achievements, information systems that have been developed @ maintained by CICT etc.		
	All contents included	Included but not well covered	Included but poorly covered
<b>Reflection</b>	1. What is your goal/dream with regard to your course/program? 2. How does this visit impact on your goal/dream with regard to your program? 3. What is the action/improvement/plan necessary for you to improve your potential in the industry?		
	Excellent explanation of point 1-3.	Fair explanation of point 1-3.	Poor explanation of point 1-3.
<b>Organization</b>	Good organization, points are logically ordered.	Some organization, points are jumpy.	Poorly organized, no logical progression.
<b>Formatting &amp; table of content</b>	Good use of fully formatting in MS Word	Fairly use of formatting in MS Word	Poorly use of formatting in MS Word
<b>Use of Tables &amp; Figures</b>	Extensive use of tables and figures effectively to show the understanding regarding the topic.	Limited use of some tables or figures to show the understanding regarding the topic	No tables and figures are used.
<b>Grammar, Usage, and Spelling</b>	No errors.	Some errors.	Numerous errors distract from understanding
<b>Timeliness</b>	Report on time	Report one day late	Report more than one day late