



DEPARTMENT OF COMPUTING AND INFORMATION SYSTEMS  
FACULTY OF APPLIED SCIENCES  
SABARAGAMUWA UNIVERSITY OF SRI LANKA



# **GUIDELINES**

## **FOR INDUSTRIAL TRAINING**

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Sabaragamuwa University of Sri Lanka.  
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# 1 Introduction

## 1.1 Overview

Industrial training is considered a compulsory component in the completion of the degree program offered by the Department of Computing and Information Systems of the Faculty of Applied Sciences 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 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 department. The duration of the training period should be a minimum of 15 weeks (one semester, full-time) and carries eight credits.

## 1.2 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;

- i. Develop and demonstrate in-depth knowledge in the chosen field of study for industrial training and thereby contribute to the advancement of knowledge.
- ii. Demonstrate an ability to plan and execute advanced tasks within a given timeframe using suitable scientific methods.
- iii. 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.
- iv. Demonstrate an ability to integrate the knowledge acquired from the core courses of the degree program systematically and creatively for industrial projects.
- v. 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.
- vi. 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.
- vii. 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.
- viii. Be able to get experience in current software engineering practices, tools, and technologies and be familiar with the working environment.

- ix. Be able to develop team-working skills, leadership skills, communication and interpersonal skills, analytical and problem-solving skills.

### **1.3 Intended Learning Outcomes**

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

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

### **1.4 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 department 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.

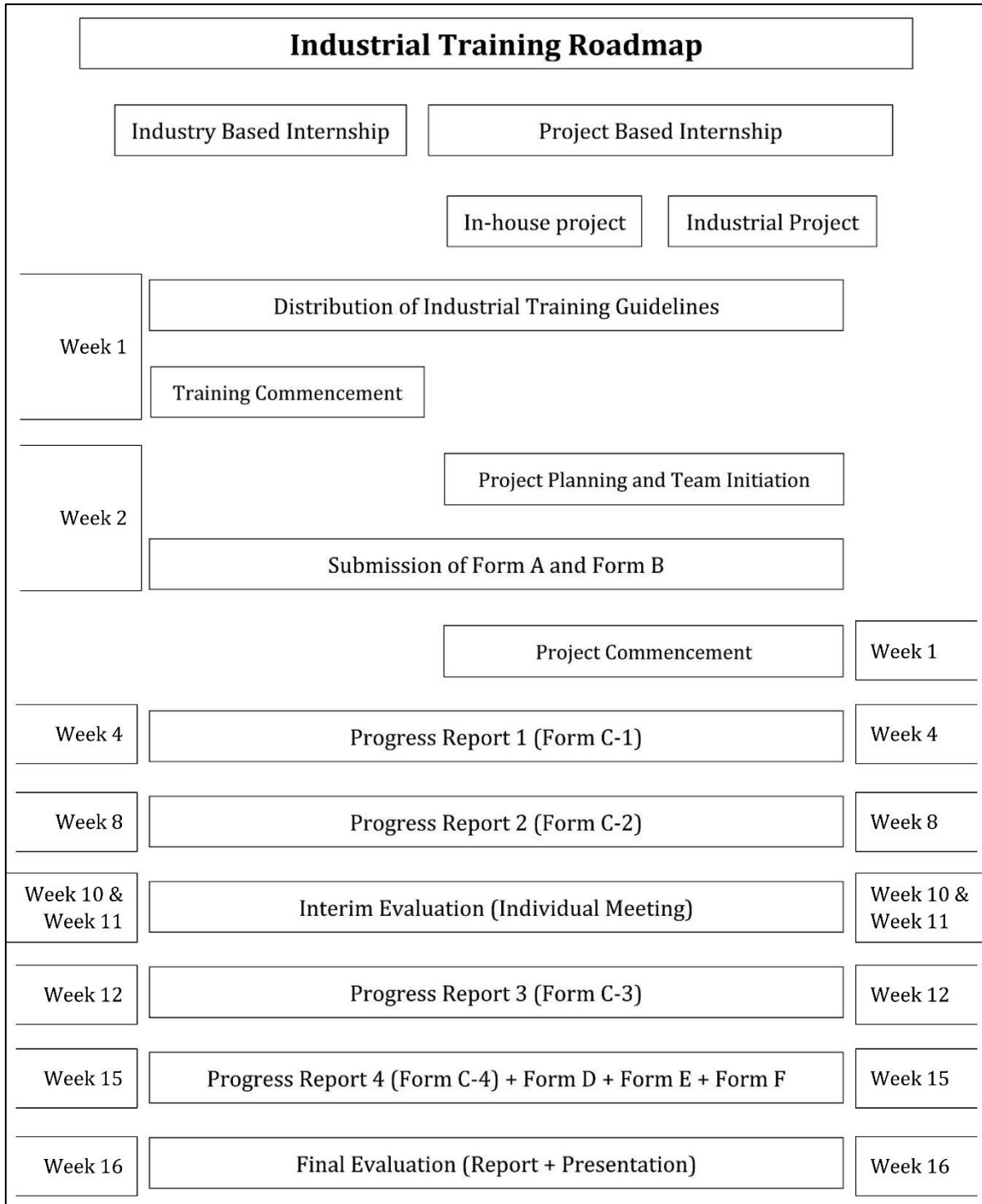
- The external supervisor's evaluation is a confidential report and no student shall interfere with the evaluation process by any means.
- Students need to strictly adhere to the guidelines provided by the department on the preparation and submission of the final report and also on completion of the oral presentation.
- Students are responsible for all expenses, including the cost of living and accommodation during the training period.



## 2 Structure of Industrial Training

### 2.1 Work Plan of Industrial Training

Figure 2.1 illustrates the overall work plan across Industrial Training.



*Figure 2.1: Overall work plan across the industrial training*

## **2.2 Training Placement Process**

A student who is to undergo Industrial Training needs to find a training placement related to the information systems discipline in a relevant industrial establishment for a minimum of 15 weeks. This duration can only be extended up to a maximum of 24 weeks.

Department takes no responsibility in finding placements for students but may facilitate in the process of finding placements for students in different ways including organizing of career fairs and forwarding student CVs. Additionally, the department may assist students in background verifications or studentship confirmations required during an industrial placement.

A student who fails to find an industry-based Industrial Training within the grace period, is required to complete a Project Based internship in fulfilling his/her Industrial Training requirement. Project Based internship involves working either in an in-house project offered by the department or an industrial project offered by an industrial organization or an institution.

## **2.3 Commencement of the Industrial Training**

The training period begins with the commencement of the academic semester and the Industrial Training Coordinator shall distribute the training guidelines and the Student Management Book among the students within the week-1.

Students should report to the duty of the respective training institutes from the first day of week-1 of the training period. Before the completion of week-2, students are required to complete the submission of Form A (Appendix A) and Form B (Appendix B) to the department. Form A is the confirmation of industrial training placement and is required to be completed by the student. Form B is the report to duty verification and is required to be completed by the industrial supervisor of the student undergoing training.

Students who are unable to begin their Industrial Training from week-1 are given a grace period of two weeks to find a training placement. Thereafter from the beginning of week-3 students are required to commence the Project Based internship at the university.

During the training period, a lecture series o l will be organized on weekdays or weekends as on-premise, off-campus, or as online allowing flexibility for the resource persons and students. The main aim of the lecture series is to improve the knowledge skills required to complete the Industrial Training successfully.

## **2.4 Supervision of the Students**

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.

## 2.5 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.

- Daily Log Reports (Student Management Book)
  - Students undergoing industrial training are required to maintain log reports of their tasks on a daily basis. At the commencement of the training period, every student shall collect his or her copy of Student Management Book from the department. Duly completed Student Management Book is required to be submitted at the end of the training period to the Industrial Training Coordinator.
- Progress reports by the External Supervisor
  - The performance of the student will be assessed from four monthly progress reports during the training. These progress reports (Form C1, Form C2, Form C3, and Form C4) are required to be submitted by the external supervisor at the end of each month. Refer to Appendix C for Form C1.
- Evaluation by the External Supervisor
  - At the end of the training period, the external supervisor needs to submit a confidential evaluation report (Form D) on the overall performance of the student during the training period. Refer to Appendix D for Form D.
- Report on Industrial Training
  - At the end of the training period, the student needs to submit a report on his/her overall training experience. Internal supervisor of the student shall review and correct the report before submission. Evaluation of the report will be conducted by an academic staff member apart from the internal supervisor. Refer to chapter 3 for report preparation guidelines.
- Oral Presentation
  - At the end of the training period, the student needs to conduct an oral presentation on his/her overall training experience. The evaluation will be conducted by a panel consisting of both academic and industrial representatives. Refer to chapter 4 for oral presentation guidelines.

## 2.6 Student Feedback

At the end of the Industrial Training, students need to provide feedback on industrial training. It includes a self-evaluation, organization evaluation and training program evaluation. (Form E). Refer to Appendix E for Form E.

## 3 Industrial Training Report Preparation

An Industrial Training Report produces the culmination of the industrial work performed and experience as a formal product as documentation. As well, this documentation provides opportunities for students to plan, complete, interpret, and report industrial experience in a formal structure that lends a relatively uniform appearance to work completed in the industry. The work should demonstrate the ability to complete a written description of the study in the form of a well-written, properly organized Industrial Training Report.

**Note:** *The final copies of the Industrial Training Report will not be accepted if the students have not prepared the report according to the given guidelines.*

### 3.1 Structure of the Report

**Note:** *In this section, the term ‘organization’ depicts the organization/institute/company in which the Industrial Training was being carried out by the student.*

#### 3.1.1 Preliminary Pages

- Cover page (Appendix F)
- Title page (Appendix G)

*The title of the report should reflect the overall experience received during the Industrial Training at a particular training organization.*

- Declaration (Appendix H)
- Certification of Approval (Appendix I)
- Acknowledgment
- Executive Summary (Appendix J):

*The report must include an executive summary, consisting of 150-200 words, which provides readers with an overview of the content of the report. It is important that the executive summary clearly states the purpose of the report and summarizes the content. Do not use first or second person (I, me, my, we, us, our, you...). Instead, use “this report” or “the authors”. Do Not Use Symbols, Special Characters, Footnotes, or Math.*

*Keywords: 3–6 keywords (in alphabetical order)*

- Table of Contents (Appendix K)
- List of Figures (Appendix L)
- List of Tables (Appendix M)
- List of Abbreviation (Appendix N)

#### 3.1.2 Report Chapters

1. Introduction (*Maximum two pages*)

*The introduction shall be initiated by clearly stating the purpose of Industrial Training. There should be concise “Industrial Training Objectives” for the purpose provided in this section which can be accompanied by the structure of the Report. The sub-section “Structure of the Report” shall provide a summary of each of the chapters (including chapter 1) in the Industrial Training Report.*

- 1.1. Background
- 1.2. Industrial Training Objectives
- 1.3. Structure of the Report

2. Organization Profile (*Maximum five pages*)

*The Organization Profile shall be initiated by mentioning the name of the organization where the Industrial Training was carried out. Besides, the student can provide further details (by not disclosing any privacy data, if any) under the following sub-heading.*

- 2.1. Organization Background
- 2.2. Organization History
- 2.3. Vision and Mission
- 2.4. Organizational Structure
- 2.5. Organization Products: *Brief description of organization products*
- 2.6. Clients: *Student can mention the different clients of the organization (by not disclosing any privacy data, if any)*
- 2.7. SWOT Analysis: *Strengths, Weaknesses, Opportunities, and Threats of the organization. This should be analyzed by the student.*

3. Training Experience (*Maximum fifteen pages*)

*The Training Experience section shall be initiated by mentioning the key/major role(s) performed by the student during the training. The following sub-sections must be included in the Report.*

- 3.1. Details of Training
  - 3.1.1. Duration: *The duration of Industrial Training in the organization.*
  - 3.1.2. Working Style: *A brief description of the working style of the student in the organization (includes working hours, working culture, software engineering practices and methodologies, etc.)*
  - 3.1.3. Project(s) involved and the roles: *It can be a summary using a table or bullets and numbering*
  - 3.1.4. Tools & Technologies used: *A brief on various Tools & Technologies utilized/learned during the Industrial Training*
- 3.2. Duties and tasks performed
- 3.3. The problem encountered and approach adopted for solving the problem
- 3.4. Knowledge and skills gained during Industrial Training

- 3.5. Professional and ethical issues
  - 3.6. Health and environmental issues
  - 3.7. Other initiatives: *Events/ Activities other than the software development, if any*
4. Conclusion (*Maximum two pages*)
- Section title should be “Conclusion,” not “Conclusions.” Provide a discussion of the overall coverage of the article and concluding remarks. Besides, the Recommendations and Suggestions for improving the quality of Industrial Training should also be stated.*
- 4.1. Conclusion: *This section should summarize how overall Industrial Training objectives were met. Students shall discuss how the training helped to gain professional experience and to explore available options in career plans and goals.*
  - 4.2. Recommendations and Suggestions
    - 4.2.1. Recommendation to the organization
    - 4.2.2. Recommendation to the University
    - 4.2.3. Suggestions

### 3.1.3 Concluding Pages

- References

*References should relate only to the material student cited within the Report. These should be accessible sources. Please ensure that all work cited in the text is included in the reference list and that the dates and authors given in the text match those in the reference list. References must always be given in sufficient detail for the reader to locate the work cited. A reference list is the list of all books, articles, online resources, and other sources of materials, which were referred and should be listed according to the international referencing method adopted. IEEE Style is highly recommended<sup>1</sup>.*
- Appendices

*Appendices are useful to present supplementary or raw data, details of the methodology, screenshots, consent forms, or other information that would detract from the presentation of the industrial experience in the main body of the Report but would assist readers in their review.*

### 3.2 Page Setup and Formatting

The following Page Setup and Formatting should adhere when writing the report.

**Note:** *It is highly recommended to read the whole guidelines clearly and start to write the report.*

**Note:** *Students can utilize the “Industrial\_Training\_Report\_Template.docx” template or create their Report.*

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<sup>1</sup> <https://pitt.libguides.com/citationhelp/ieee>

### 3.2.1 Page Setup

- Paper: A4
- Margins:
  - Top = Bottom = Right = 25 mm
  - Left = 30 mm
- Column: Single
- Orientation: Portrait (If needed, the particular pages can be landscaped)

### 3.2.2 Common Formatting for the Whole Document

- Line Spacing: 1.15 (Exception for table data)
- Spacing Before: 0 pt (Exception for table data)
- Spacing After: 10 pt (Exception for table data)
- Font color: Black

### 3.2.3 Heading Formatting

Table 3.1 shows the formatting guideline for headings

*Table 3.1: Formatting guideline for headings*

Heading level	Formatting
Level One Headings (Heading 1)	<ul style="list-style-type: none"> <li>• Times New Roman</li> <li>• Left aligned</li> <li>• Font size: 14 pt.</li> <li>• Bold</li> <li>• UPPERCASE</li> <li>• Numbered like 1, 2, 3, 4...</li> </ul>
Level Two Headings (Heading 2)	<ul style="list-style-type: none"> <li>• Times New Roman</li> <li>• Left aligned</li> <li>• Font size: 13 pt.</li> <li>• Bold</li> <li>• Capitalize each word (refer Common Title Capitalization Rules <sup>2</sup>)</li> <li>• Numbered like 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3 ... etc.</li> </ul>
Level Three Headings (Heading 3)	<ul style="list-style-type: none"> <li>• Times New Roman,</li> <li>• Left aligned,</li> <li>• Font size: 12 pt.,</li> <li>• Bold,</li> <li>• Sentence case,</li> <li>• Numbered like 1.1.1, 1.1.2, 2.1.1, 2.2.2 ... etc.</li> </ul>

<sup>2</sup> <https://grammar.yourdictionary.com/capitalization/rules-for-capitalization-in-titles.html>

Heading level	Formatting
Level Four Headings (Heading 4)	<ul style="list-style-type: none"> <li>• Times New Roman,</li> <li>• Left aligned,</li> <li>• Font size: 12 pt.,</li> <li>• Bold,</li> <li>• Sentence case,</li> <li>• Numbered like 1.1.1.1, 1.1.2.1, 2.1.1.1, 2.2.2.1 ... etc.</li> </ul>

**Note:** The following sections headings should be tagged as Level One Headings (Heading 1) but must not be numbered;

- Declaration
- Certification of Approval
- Acknowledgment
- Executive Summary
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviation
- References
- Appendices

**Note:** It is highly recommended to use the heading styles in the 'Styles' tab under the 'Home' ribbon. Further, the student can utilize the following 'Multilevel list' in the 'Paragraph' tab under the 'Home' ribbon. (Keep in mind: The above-mentioned functionalities are available in MS Word). Figure 3.1 shows the heading multilevel list.

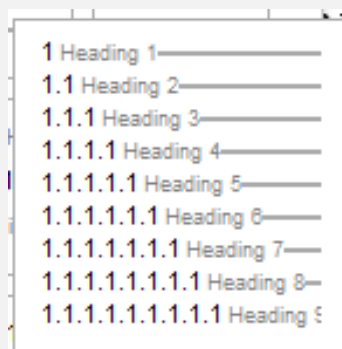


Figure 3.1: Heading multilevel list

**Note:** Each chapter should start from the new page

### 3.2.4 Text (Paragraphs) formatting

- General Text: Times New Roman



- Computer Code: Courier New
- Justified
- Font size: 12 pt.

### 3.2.5 Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the executive summary. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

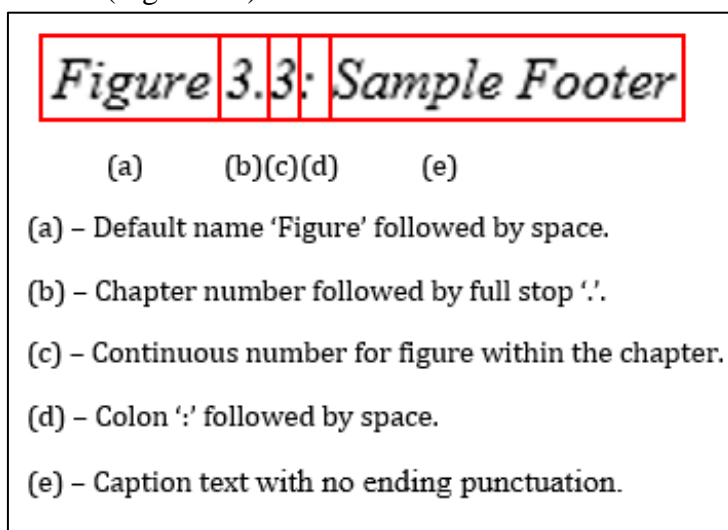
### 3.2.6 Figures and Tables

#### Figures:

- Maximum width: 6 inches.
- Alignment: Center.
- In line with the text (Utilize the option in the ‘Wrap Text’).
- 300 dpi.
- Every Figure must be “called out” within the text of your report in numerical order with no abbreviations.
- Insert figures after they are cited in the text.

#### Figure Caption:

- Below the figure.
- Times New Roman.
- Center aligned.
- Italic.
- Font size: 12 pt.
- Format (Figure 3.2):



*Figure 3.2: Figure caption format*

- Sentence case with no ending punctuation.

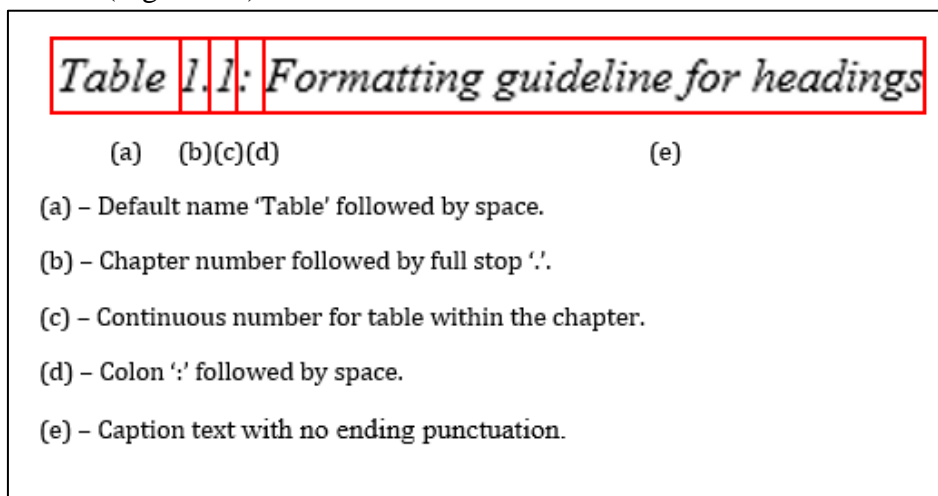
- Sources can be included on the same line as the caption or directly under the caption.

Tables:

- Alignment: Center.
- Text wrapping: None
- Intend from left: 0”
- Every table must be “called out” within the text of your report in numerical order with no abbreviations.
- Insert tables after they are cited in the text.
- Table data:
  - Line Spacing: 1 (Single)
  - Spacing Before: 3 pt
  - Spacing After: 3 pt

Table Caption:

- Above the table.
- Times New Roman.
- Center aligned.
- Italic.
- Font size: 12 pt.
- Format (Figure 3.3):



*Figure 3.3: Table caption format*

- Sentence case with no ending punctuation.
- Sources can be included on the same line as the caption or directly under the caption.

### 3.2.7 Header, Footer, and Page Numbers

Header:

- Should contain the text “Industrial Training Report – 2020” followed by a line.
- Times New Roman.

- Center aligned.
- Font size: 11 pt.
- Header from top: 0.5 inches.
- Figure 3.4 shows the image of a sample header.

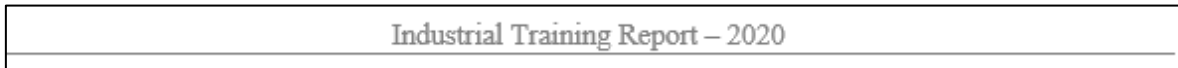


Figure 3.4: Sample header

Footer:

- Should contain the student’s registration number (on the left) and the text “Dept\_CIS” (in the right) preceded by a line.
- Times New Roman.
- Italics.
- Font size: 11 pt.
- Footer from bottom: 0.3 inches.
- Figure 3.5 shows the image of a sample footer.



Figure 3.5: Sample footer

**Note:** It is highly recommended to use the ‘Tabs’ setting in MS word. The student may need to use the right alignment. Figure 3.6 shows the ‘Tabs’ setting for the right alignment (Utilized in ‘Dept. of CIS’).

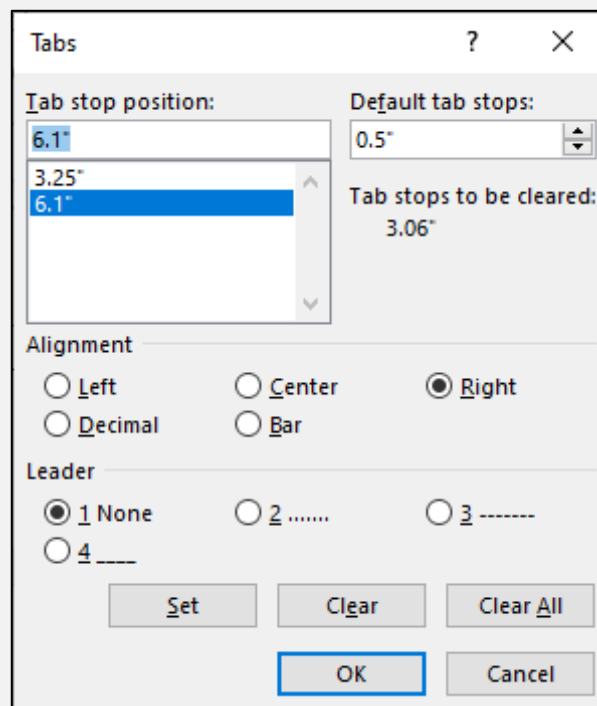


Figure 3.6: Tabs setting

Page numbers:

- The Cover Page should not be numbered. The remaining Preliminary pages should be numbered with Roman numbers (example: i, ii, iii, etc.)
- Report chapters and concluding pages should be numbered continuously using Hindu-Arabic numbers (example: 1, 2, 3, etc.)
- The page number should be center-aligned and placed inside the square brackets (example: [1], [2], [3], etc.)
- Times New Roman.
- Italics.
- Font size: 11 pt.

**Note:** Students can use the 'Next Page' option in the 'Breaks' in the 'Page Setup' tab under the 'Layout' ribbon for inserting different types of page numbers. (Keep in mind: The above-mentioned functionalities are available in MS Word)

**Note:** The option 'Brackets 1' in the 'Page Number' settings available in MS Word can be utilized for inserting different types of page numbers. Figure 3.7 shows the 'Brackets 1' option on page number

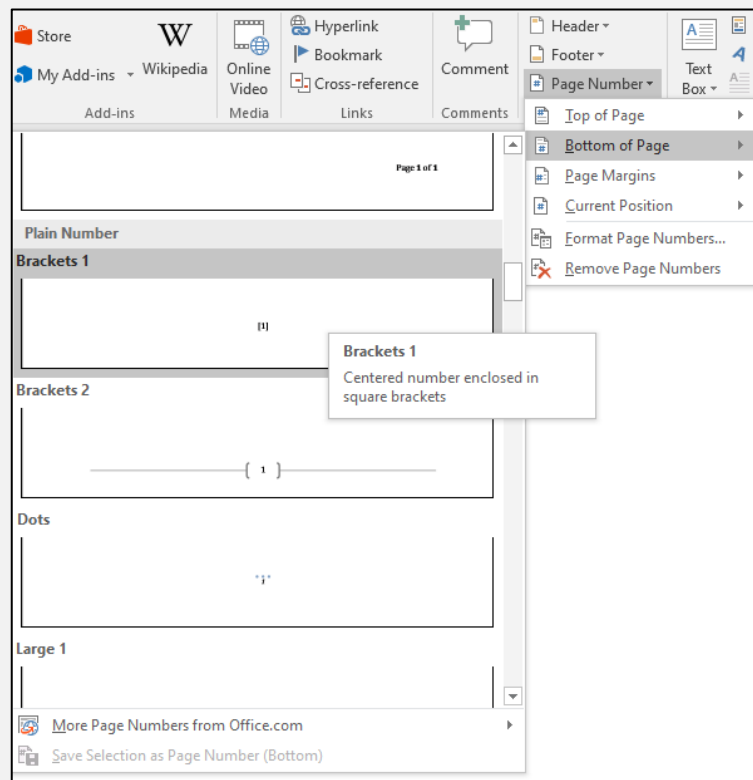


Figure 3.7: Page number

**3.2.8 Plagiarism**

Plagiarism is a form of falsely presenting someone else's words or ideas as one's own, in whole or in part, either explicitly or implicitly, either word-for-word or by paraphrasing. When students wish to include in their work a passage from any source (print, electronic, or other), they may ethically do so by 1) quoting verbatim, or 2) paraphrasing the source, then acknowledging the source with footnotes, endnotes.

### **3.2.9 Common mistakes**

- Space before comma
- No space after the comma
- Space after brackets

## 4 Industrial Training Report Submission

A draft of the report (soft copy with proper naming convention described in the sub-section ‘The Naming of the Report and file format’) must be submitted by every student at the end of Industrial Training. The draft should be prepared using the Industrial Training Report Preparation Guidelines (Refer Chapter 1) by which it is examined by two Examiners where these Examiners are appointed by the Department according to the given guidelines.

The final corrected copy of the Report must be free from typographical, grammatical, and other errors when submitted. After making the alterations mentioned by the examiners, the Final Report should be submitted on or before the deadline to the Department together with the Executive Summary (See Section 3) (*in both .docx and .pdf*) as a soft copy with proper naming convention described in the sub-section ‘The Naming of the Report and File Format’. In addition, students must add the original digital signature of the student on the declaration page. The date of submission will not be extended without a reason acceptable to the Head of Department.

### 4.1 The Naming of the Report and File Format

The Report should be named in the following format.

<RegNo>\_Industrial\_Training\_Report

Example: 15APC0001\_Industrial Training\_Report

**Note:** Keep in mind that there are no spaces in the naming of the file and look for the underscores between the words.

Further, the ‘APC’ should be in block letters

### 4.2 Checklist for submission of Industrial Training Report

- All pages of the Report have margins of 30 mm on the binding site and 25 mm on the other three sides.
- The correct degree title and year of award appear on the title page.
- The original signatures of the Head of the Department appear on the Certification of Approval Page submitted.
- The Declaration Page includes the student’s original signature.
- Each copy of the Report is set up with a proper preliminary page arrangement and pagination.
- Pagination has been checked throughout. Page numbers in the body of the Report must be consecutive, including references, appendices, etc. Reports that are missing page numbers or have duplicate page numbers will not be accepted. Only whole numbers are acceptable for page numbers.
- Every page is clear and readable.

## 5 Guidelines for Executive Summary Preparation & Submission

Students must submit the Executive Summary along with the Industrial Training Report. The following guidelines should adhere to the preparation of the Executive Summary (Appendix O).

**Note:** *It is highly recommended to utilize the “Industrial\_Training\_Executive\_Summary\_Template.docx” template or create their Report.*

### 5.1 Guidelines for Executive Summary Preparation

- Paper: B5.
- Margins:
  - Top = Right = 20 mm.
  - Bottom = 15 mm.
  - Left = 25 mm.
- Column: Single.
- Orientation: Portrait.
- Line Spacing: 1.0 (Single).
- Spacing Before and After 0 pt.
- Font color: Black
- Font: Cambria

The Executive Summary should consist of the following parts.

#### 5.1.1 Title

- Alignment: Center.
- Font Size: 13 pt.
- Bold.
- Add one empty line after the title.

The title of the report should reflect the overall experience received during the Industrial Training at the particular training organization

#### 5.1.2 Authors

- Alignment: Center.
- Font Size: 10 pt.
- Add the authors in the order of contribution to the report.
- Please make sure to underline the Corresponding Author’s name
- The author names should be in the following convention;
 

<<Surname1>> <<Initials1>><sup>a</sup>, <<Surname2>> <<Initials2>><sup>b</sup> .....

Superscript ‘a’, ‘b’ .... are used when the authors are in different affiliation as shown in Figure 3.1.

- Add one empty line after the authors.

**Note:** Keep in mind that there are no salutations like Mr. Dr. Prof. is added in the author's names.

### 5.1.3 Affiliation

- Alignment: Center.
- Font Size: 10 pt.
- Italics.
- Add the Department, Institution, Country of the authors.

If the authors with different affiliation, use the superscript ‘a’, ‘b’ ... as shown in following Figure 5.1

<p>Banujan. K. <sup>a</sup>, Kumara. B.T.G.S. <sup>a</sup>, Uthayakumar. N. <sup>b</sup></p> <p><sup>a</sup> <i>Department of Computing &amp; Information Systems, Faculty of Applied Sciences, Sabaragamuwa University of Sri Lanka, Sri Lanka.</i></p> <p><sup>b</sup> <i>HTN Information Systems, No: 79 1/1, Hathbodhiya Road, Kalubowila, Dehiwala, Sri Lanka</i> <i>bhakuha@appsc.sab.ac.lk</i></p>
---

*Figure 5.1: Sample author list and affiliations in the Executive Summary*

**Note:** If the author is from the organization, add the address of the organization in the affiliation.

### 5.1.4 Email of Corresponding Author

- Alignment: Center.
- Font Size: 10 pt.
- Italics
- Add one empty line after the email.
- Include the email address (only for the corresponding author)

### 5.1.5 Executive Summary

- Alignment: Justified.
- Font Size: 11 pt.
- Add one empty line after the executive summary.
- No indentation at the beginning of the paragraph.
- Do not include any citations within the body of the executive summary, neither references after the executive summary.

**Note:** The ‘executive summary’ in the Industrial Training Report and the Executive Summary (which should be submitted separately) should be the same.



### 5.1.6 Keywords

Three to six keywords should be included at the end (separated from the executive summary by a single empty line) separated by commas, in alphabetical order, as shown in the following Figure 5.2.

**Keywords:** axxxxxxxxx, byyyyyyyyyy, dzzzzzzzzz, saaaaaaaaa

*Figure 5.2: Keywords*

- Alignment: Left.
- Size: 10 pt.
- The text “**Keyword:**” should be bold and the keywords are not in bold.

**Note:** Keep in mind, “Keywords” is one word and there are a colon and space “: ” followed.

### 5.2 The Naming of the Executive Summary and File Format

The Executive Summary should be named in the following format.

<RegNo>\_Industrial\_Training\_Executive\_Summary

Example: 15APC0001\_Industrial Training\_Executive\_Summary

**Note:** Keep in mind that there are no spaces in the naming of the file and look for the underscores between the words.

Further, the ‘APC’ should be in block letters

### 5.3 Submission of the Executive Summary

A draft of the Executive Summary (soft copy with proper naming convention described in the sub-section ‘The Naming of the Executive Summary and File Format’) must be submitted by every student at the end of Industrial Training. The draft should be prepared using the Industrial Training Report Preparation Guidelines (Refer to Chapter 3).

The final version of the Executive Summary must be free from typographical, grammatical, and other errors when submitted. The final Executive Summary should be submitted on or before the deadline to the Department (*in both .docx and .pdf*) as a soft copy with proper naming convention described in the sub-section ‘The Naming of the Executive Summary and File Format’. The date of submission will not be extended without a reason acceptable to the Head of Department.

## 6 Oral Presentation Guidelines

The oral presentation should be a concise yet detailed summary of the student's overall experience and work performed during the Industrial Training presented in an interesting and logically organized way. The presentation should conclude with a Q&A session, where the student shall address the issues and the concerns of the panel of examiners and the audience.

### 6.1 General Guidelines

Students are expected to reflect the professional exposure and experience gained during the Industrial Training at the oral presentation. Therefore, strictly adhering to the guidelines provided is considered mandatory.

#### 6.1.1 Time Management

The time management of the student during the presentation is considered and will be evaluated.

- A student will be allocated with 12 minutes for the oral presentation and another 3 minutes for the Q & A session.
- Students will be forced to stop the presentation after 15 minutes.
- The first bell will ring at the 10th minute and the second bell will be at the 12th minute.

#### 6.1.2 Dress Code

Students should wear professional attire during the oral presentation.

- Male students shall wear a formal dress with a light color shirt and a dark color trouser. And their hair should be properly cut and should be properly shaved.
- Female students shall wear professional attire (skirt & blouse or trousers).

#### 6.1.3 Tips for Presentation

The following tips will be important to keep the audience interested throughout your presentation.

- Make eye contact with the audience.
- Avoid reading from the screen.
- Use a pointer only when necessary.
- Speak with confidence.
- Use voice effectively (Pace and Volume).
- Use of body gestures.
- Avoid filler words.

- Be relaxed and active.

## 6.2 Organization of the Presentation

Students need to prepare a Microsoft PowerPoint presentation as an aid to be used during the oral presentation.

**Note:** *Students can utilize the “Industrial\_Training\_Presentation\_Template.pptx” template in preparing their presentation.*

### 6.2.1 Structure of the Presentation

The following sections are required to be included in the presentation.

- Organization Profile
  - This section should briefly introduce the training organization. The presenter shall discuss the background, history, organizational structure, products, and clients of the training organization.
- Project Experience
  - This section should include the details of the project(s) involved including scope of project(s), software engineering methodologies and best practices, tools and technologies used, etc. The presenter shall discuss his/her role, duties, and tasks performed in the project(s) and also problems encountered and approach adopted for solving the problems.
- Knowledge and Skills gained
  - This section should include the summary of knowledge and skills gained through Industrial Training. The presenter shall point out the improvements to career skills including technical skills, cognitive skills, and interpersonal skills.
- Challenges and Issues faced
  - This section should include the challenges and issues faced during the training period. The presenter shall discuss professional, ethical, health and environmental challenges and issues faced and how they were overcome.
- Conclusion
  - This section should summarize how overall Industrial Training objectives were met. The presenter shall discuss how the training helped to gain professional experience and to explore available options in career plans and goals.
- References
  - This section should include the references used during the preparation of the presentation.

### **6.2.2 Tips for PowerPoint Presentation**

The following tips will be important during the preparation of the PowerPoint presentation.

- Use the PowerPoint template provided by the department.
- Use a large font (avoid text smaller than 24 points)
- Use a clean typeface (font).
- Use bullet points, not complete sentences.
- Use contrasting colours.
- Avoid special effects (Animations, transition effects, sounds, etc.).
- Slide numbers are important.

# Appendices

## Appendix A: Form A

Academic Year 20__ / 20__
------------------------------

FORM A
--------



**DEPARTMENT OF COMPUTING AND INFORMATION SYSTEMS  
FACULTY OF APPLIED SCIENCES  
SABARAGAMUWA UNIVERSITY OF SRI LANKA  
INDUSTRIAL TRAINING – IS 32842**

---

**INDUSTRIAL TRAINING PLACEMENT CONFIRMATION**

---

**STUDENT DETAILS**

---

**Full Name**

**Registration Number**

**NIC Number**

**Contact Number**

**E-Mail**

**Residential Address**  
(During training period)

**NEXT-OF-KIN DETAILS**

---

**Full Name**

**Relationship**

**Permanent Address**

**Contact Number**

**ORGANIZATION DETAILS**

**Organization**

**Permanent Address**

**Contact Number**

**EXTERNAL SUPERVISOR DETAILS**

**Name with Initials**

**Designation**

**Contact Number**

**Email**

**TRAINING PROGRAM DETAILS**

**Training Position**

**Date of Commencement**

**Duration  
(In weeks)**

**DECLARATION OF STUDENT**

I hereby declare that the information provided by me in this document are true and correct. Also, I am aware of the fact that producing forged/falsified information is a punishable examination offence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**CONFIRMATION OF INDUSTRIAL TRAINING COORDINATOR (For official use only)**

I hereby acknowledge that the student mentioned above is qualified and approved to undertake industrial training at the above-mentioned company/organization. Furthermore, Department of Computing and Information Systems agrees to supervise the student during industrial training period.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
(Industrial Training Coordinator)

**Appendix B: Form B**

Academic Year  
20\_\_ / 20\_\_

**FORM B**



**DEPARTMENT OF COMPUTING AND INFORMATION SYSTEMS  
FACULTY OF APPLIED SCIENCES  
SABARAGAMUWA UNIVERSITY OF SRI LANKA  
INDUSTRIAL TRAINING – IS 32842**

**REPORT TO DUTY VERIFICATION**

**STUDENT DETAILS**

Full Name

Student Registration  
Number

NIC Number

Employee Number  
(If available)

**INDUSTRIAL SUPERVISOR DETAILS**

Title

Name with Initials

Designation

Organization

Official Address

Contact Number

Official Email

**TRAINING PROGRAM DETAILS**

---

**Training Position**

**Date of Commencement**

**Training Duration**  
(In weeks)

**Student was briefed on the following.**

- Scope of the training program and role of the trainee.
- Rules and regulations of the organization.
- Information security and privacy policy of the organization.
- Norms, morals and ethics to be followed.
- Facilities and benefits provided during the training period.

**Briefly state the scope of the project assigned, role of the student and tasks assigned.**

**Additional comments or remarks:**

**CONFIRMATION OF INDUSTRIAL SUPERVISOR**

---

I hereby acknowledge that the student mentioned above has already reported to duty at the above-mentioned organization and he or she has sufficiently fulfilled the recruitment requirements of the organization.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature   
(Industrial supervisor)



**Appendix C: Form C1**

Academic Year 20__ / 20__
------------------------------



<b>FORM C1</b>
----------------

**DEPARTMENT OF COMPUTING AND INFORMATION SYSTEMS  
FACULTY OF APPLIED SCIENCES  
SABARAGAMUWA UNIVERSITY OF SRI LANKA  
INDUSTRIAL TRAINING – IS 32842**

---

**PROGRESS REPORT: I**

---

**STUDENT DETAILS**

---

Full Name

Student Registration  
Number

NIC  
Number

**PROGRESS OF TRAINING PROGRAM**

---

**Scope of the project assigned:**

**Assignments/ Tasks completed:**

**Assignments/ Tasks in progress:**

**Internal trainings completed (If any):**

**Identified strengths of the trainee:**

**Areas of improvement needed:**

**Please rate the student’s performance with respect to the following criteria as of now.**

Criteria	Poor	Fair	Average	Good	Excellent
Cognitive Skills (Critical thinking, Problem-solving and Decision making)					
Technical skills					
Communication and Interpersonal skills					
Leadership and Team working skills					
Professionalism (Attitudes, Attendance/ Punctuality and Appearance/ Grooming)					

**Comments/Recommendations/Other:**

**DETAILS OF TRAINING SUPERVISOR**

**Name with Initials**

**Designation**

**Contact number**

**Email**

**Date**

**Signature**

**Appendix D: Form D**

Academic Year 20__ / 20__
------------------------------



<b>FORM D</b>
---------------

**DEPARTMENT OF COMPUTING AND INFORMATION SYSTEMS  
FACULTY OF APPLIED SCIENCES  
SABARAGAMUWA UNIVERSITY OF SRI LANKA  
INDUSTRIAL TRAINING – IS 32842**

**STUDENT PERFORMANCE EVALUATION  
(CONFIDENTIAL REPORT)**

**INSTRUCTIONS**

- This form should be completed by the industrial supervisor of the student in the final week or after the industrial training period.
- Form D (Student Performance Evaluation) is considered a confidential report and should be submitted by the supervisor him/her self.
- Performance evaluation done by the industrial supervisor will be considered during final evaluation of the student.

**STUDENT DETAILS**

Full Name

Student Registration  
Number

NIC  
Number

**TRAINING PROGRAM DETAILS**

Training Organization

Training Position

Training Duration (In weeks)

Scope of the training completed:

**STUDENT EVALUATION**

Please rate the student's performance for each criterion by placing a rating of 1-5 as per the following rating scale interpretation.

<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Poor</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Criterion	Rating		Remarks
Cognitive Skills (Critical thinking, Problem-solving and Decision making)		/5	
Technical skills		/5	
Communication and Interpersonal skills		/5	
Leadership and Team working skills		/5	
Professionalism (Attitudes, Attendance/ Punctuality and Appearance/ Grooming)		/5	
Overall Performance		/25	

**Identified strengths of the student:**

**Areas of improvement needed:**

**Overall comment on performance of the student:**

**Do you think that the student is suitable for offering a full-time or permanent position with the organization after graduation?**

Yes  No

**Do you like to accept students from SUSL for internships in future?**

Yes  No

**Suggestions on improving the university industrial training course module:**

**INDUSTRIAL SUPERVISOR DETAILS**

<b>Name with Initials</b>	<input type="text"/>
<b>Designation</b>	<input type="text"/>
<b>Contact Number</b>	<input type="text"/>
<b>Official Email</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>

**CONTACT INFORMATION**

We are very grateful to you and your organization for the assistance provided in completing a successful training period for our student and also, we value your feedback a lot in improving our industrial training course module. If you have any comments, suggestions or complaints feel free to share with us.

Email: [cisit@appsc.sab.ac.lk](mailto:cisit@appsc.sab.ac.lk)  
Contact Number: +94 (0)45 3 454 519  
Postal Address: Industrial Training Coordinator,  
Department of Computing and Information Systems,  
Faculty of Applied Sciences,  
Sabaragamuwa University of Sri Lanka,  
P.O. Box 02, Belihuloya,  
Sri Lanka.

**Appendix E: Form E**

<b>Academic Year</b> 20__ / 20__
-------------------------------------



FORM E
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**DEPARTMENT OF COMPUTING AND INFORMATION SYSTEMS**  
**FACULTY OF APPLIED SCIENCES**  
**SABARAGAMUWA UNIVERSITY OF SRI LANKA**  
**INDUSTRIAL TRAINING – IS 32842**

---

**STUDENT FEEDBACK**

---

**STUDENT DETAILS**

<b>Name with Initials</b>	<input style="width: 95%;" type="text"/>
<b>Registration Number</b>	<input style="width: 95%;" type="text"/>
<b>Training Organization</b>	<input style="width: 95%;" type="text"/>

**TRAINING ORGANIZATION EVALUATION**

---

Please tick (✓) the relevant box to select the suitable scale for each criterion.

	Criterion	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	Sufficient industrial orientation was provided at the beginning of training					
2	Adequate opportunities were available for learning and acquiring knowledge					
3	Adequate opportunities were available for improving soft skills					
4	Scope of the project(s) and the exposure to the industrial practices was satisfactory					
5	Working environment and working culture was satisfactory					
6	Adequate overall training was provided					

**Were you provided with an allowance during the training?**

Yes                       No

**Do you recommend this organization for future student training?**

Yes                       No

**STUDENT SELF EVALUATION**

Please tick (√) the relevant box to select the suitable scale for each criterion.

	<b>Criterion</b>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	Could apply the classroom theoretical knowledge to an industrial problem					
2	Could improve both knowledge and technical skills to suit the current industrial standards					
3	Could improve the cognitive skills required for independent learning tasks					
4	Could acquire the interpersonal skills required to demonstrate the professional practices					
5	Could develop greater clarity about academic and career goals for committing an area of specialization					

**INDUSTRIAL TRAINING COURSE EVALUATION**

Please tick (√) the relevant box to select the suitable scale for each criterion.

	<b>Criterion</b>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	Undergraduate curriculum provided adequate knowledge to complete the training successfully					
2	Training met the overall expectations and helped to gain professional experience					
3	Training experience gave a realistic preview of the career in the field					
4	Training helped in explore available options in career plans and goals.					
5	University provided adequate support during the training period					

**Suggestions for improvement of industrial training course:**

**Appendix F: Sample Cover Page**

<<TITLE>>

<<Name with Initials>>

<<Registration Number>>

B.Sc (Honors) in Computing and Information Systems

Department of Computing & Information Systems

Faculty of Applied Sciences

Sabaragamuwa University of Sri Lanka

November 2020



**Appendix G: Sample Title Page**

Industrial Training Report – 2020

---



<<TITLE>>

<<Name with Initials>>

<<Registration Number>>

Report submitted in partial fulfillment of the requirement for B.Sc (Honors) in  
Computing and Information Systems

Department of Computing & Information Systems  
Faculty of Applied Sciences

Sabaragamuwa University of Sri Lanka

November 2020

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<<Reg\_No>>

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Dept. of CIS

**Appendix H: Sample Declaration Page**

Industrial Training Report – 2020

**DECLARATION**

I hereby declare that the report entitled <<title>> was submitted to the Department of Computing and Information Systems, Faculty of Applied Sciences, Sabaragamuwa University of Sri Lanka. The report submitted herewith of the results of my effort in totality and in every aspects of the project works under the <<company>>. All information that has been obtained from other sources had been fully acknowledged.

Also, I hereby grant to Sabaragamuwa University of Sri Lanka the non- exclusive right to reproduce and distribute my thesis, in whole or in part in print, electronic or other medium. I retain the right to use this content in whole or part in future works (such as articles or books).

.....  
Date

.....  
<<Student Name>>  
<<Reg\_No>>

.....  
<<Reg\_No>>

[ii]

.....  
*Dept. of CIS*

**Appendix I: Sample Certification of Approval Page**

Industrial Training Report – 2020

**CERTIFICATION OF APPROVAL**

I hereby declare that this report is from the student's own work and effort, and all other sources of Information used have been acknowledged. This report has been submitted with my approval.

.....

<<Name>>

Head,  
Department of Computing and Information Systems,  
Faculty of Applied Sciences,  
Sabaragamuwa University of Sri Lanka.

.....

Date

<<Reg\_No>>

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*Dept. of CIS*

## Appendix J: Sample Executive Summary inside the Industrial Training Report

Industrial Training Report – 2020

### Executive Summary

The text of the abstract should describe the nature of the presentation. The text must be single spaced, fully justified, and must use 11pt Cambria font (as given here). There is no indentation at the beginning of each paragraph. There must be one empty line between successive paragraphs. The entire abstract should not have more than three paragraphs, while we encourage the authors to stick to a single paragraph abstract. Please do not include any citations within the body of the abstract, neither references after the abstract. Nevertheless, authors are encouraged to supply web URLs that link to any additional information relevant to the paper (if any). Please make sure to underline the Corresponding Author's name and include the email address (only for the corresponding author), in the affiliation information below the authors' names. The Abstract should be named in the following format; <RegNo>\_Industrial\_Training\_Abstract. For example: 15APC0001\_Industrial\_Training\_Report.

**Keywords:** axxxxxxx, byyyyyyyy, dzzzzzzzz, saaaaaaaa

<<Reg\_No>>

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## Appendix K: Sample Table of Content Page

Industrial Training Report – 2020

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**Appendix L: Sample List of Figures Page**

Industrial Training Report – 2020

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Industrial Training Report – 2020

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**Appendix N: Sample List of Abbreviations Page**

Internship Report – 2020

**LIST OF ABBREVIATION**

POS	Point of Sale

<<Reg\_No>>

[x]

Dept. of CIS



## Appendix O: Sample Executive Summary

Industrial Training Abstract Book – 2020

### Guidelines for Abstract Preparation & Submission

Banujan K., Herath G.C.A.

*Department of Computing and Information Systems, Sabaragamuwa University of Sri Lanka,  
Sri Lanka.*

*bhakuha@appsc.sab.ac.lk*

The text of the abstract should describe the nature of the presentation. The text must be single spaced, fully justified, and must use 11pt Cambria font (as given here). There is no indentation at the beginning of each paragraph. There must be one empty line between successive paragraphs. The entire abstract should not have more than three paragraphs, while we encourage the authors to stick to a single paragraph abstract. Please do not include any citations within the body of the abstract, neither references after the abstract. Nevertheless, authors are encouraged to supply web URLs that link to any additional information relevant to the paper (if any). Please make sure to underline the Corresponding Author's name and include the email address (only for the corresponding author), in the affiliation information below the authors' names. The Abstract should be named in the following format; <RegNo>\_Industrial\_Training\_Abstract. For example: 15APC0001\_Industrial Training\_Report.

**Keywords:** axxxxxxx, byyyyyyyy, dzzzzzzzz, saaaaaaaa

Department of Computing and Information Systems – SUSL



<http://www.sab.ac.lk/app/cis>

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Tel : +94 45 3 454519 | Email : [cisit@appsc.sab.ac.lk](mailto:cisit@appsc.sab.ac.lk)